



# CITY OF RAPID CITY

## RAPID CITY, SOUTH DAKOTA 57701-5035

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### Growth Management Department

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### MEMORANDUM

**TO:** Legal and Finance Committee

**FROM:** Brad Solon, Building Official

**DATE:** September 23, 2009

**SUBJECT:** Informational Item - Rough Opening Handout

At the July 29, 2009 Legal and Finance meeting, the Legal and Finance Committee had considerable discussion about the availability of an informational handout to the public concerning regulations for rough opening alterations.

Staff produced a handout for customers and contractors to help understand the regulations when a building permit is required, the cost of a permit, the permit review period and where a person can obtain a permit for rough opening alterations.

Staff will send the handout to all licensed contractors and the handout will be linked on the city website, including the Historic Preservation Commission site. Also, the handout will be available at the permit counter.

Please contact me if you have any questions.



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