

Auditor:		Date:	
Zone/Areas Audited:			
Audit Items	Yes	No	Description
Are all temporary/portable buildings removed which are listed on the <u>returned</u> building permit applications? <ul style="list-style-type: none"> Buildings Audited: <i>(list numbers)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	If no, list the building number(s):
<ul style="list-style-type: none"> If a building permit was <u>returned</u>, but the building is still on-site, then notified the Requestor that the permit must be displayed in the building until it is moved off-site? 	<input type="checkbox"/>	<input type="checkbox"/>	If no, justify:
<ul style="list-style-type: none"> Are the building permits current? 	<input type="checkbox"/>	<input type="checkbox"/>	If permits are <u>not current</u> , list status:
Do Facility Siting Maps (Google Earth and D40A739) match the temporary/portable buildings that are present?	<input type="checkbox"/>	<input type="checkbox"/>	If no, mark location(s) on the Facility Siting Map with the building type, size, and number. Provide map revisions to drafting for updating.
<ul style="list-style-type: none"> Requested Facility Siting Map updating? 	<input type="checkbox"/>	<input type="checkbox"/>	If yes, date of map revision: If no, justify:
<ul style="list-style-type: none"> Are the current temporary/portable buildings logged in the master database? 	<input type="checkbox"/>	<input type="checkbox"/>	If no, find stakeholders for required permit documentation
Do the building uses match their permitted status as occupied or unoccupied?	<input type="checkbox"/>	<input type="checkbox"/>	If occupied use indicated for an unoccupied permit, contact requestor to ensure permitted use is restored immediately. List the building number(s):
Are all issues resolved?	<input type="checkbox"/>	<input type="checkbox"/>	If no, justify:
Audit Closure			
Facility Siting Coordinator: _____			Date:

ATTENTION: Printed copies should be used with caution.

The user of this document must ensure the current approved version of the document is being used.