



## Memorandum

**TO:** Permitting Personnel  
**FROM:** Cleve Joiner, Building Official  
**DATE:** October 3, 2017

A handwritten signature in blue ink, appearing to be 'Cleve Joiner', is written over the 'FROM' line of the memorandum.

**SUBJECT:** Solar Application & Plan Review

All applications for solar installation will be given priority in order to obtain a three (3) to five (5) day issuance of permits. In order to further expedite the process please refer to the solar checklist to make sure the application is complete.