

December 10, 2011

TO : **William T. Lichter, Village Manager**

FROM : **George E. Seagraves, Fire Chief**

RE : **REQUIRING CADD FORMATTED PLANS PRIOR
TO ISSUANCE OF CERTIFICATES OF OCCUPANCY**

Please place before the Board of Trustees at their September 21, 2006 an Ordinance requiring Computer Aided Design and Drafting (CADD) formatted plans prior to issuance of Certificates of Occupancy.

The plans must be submitted in both paper and disk format. The plans will be held in our archival system. Additionally the CADD will be used in our fire command system for building plans and for our preplan development.

Paper plans have been required for plus 40 years. The disk requirement will enhance our capabilities with little cost because most of these drawings are done on a computer.

GES:lh