



# *Elko County*

## *Building & Safety Division*

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<b>Elko County Policies &amp; Procedures</b>	<u>Effective Date</u> 05/01/2006	<u>Policy #</u> A 305.4
<b>Correction Notice Retention</b>	<u>Pages</u> 1	<u>Revision</u> None

**Subject: Correction Notice**

A Correction Notice or a Correct & Proceed Notice shall remain in the file for reference purposes only until the project has final approval and a Certificate of Occupancy or Compliance has been issued. At that time, they are to be purged from the file, as they have been addressed and were for a reference document only.

**Background:**

This policy is intended to allow the inspectors to use these notices as a reference to help jog their memories on a project and to assist in training new personnel.

**Building Official:** Thomas M. Ingersoll