



**DEPARTMENT OF PUBLIC WORKS
Building and Safety Division**

Dana Hertfelder
Director

Mike Stephenson
Deputy Building Official

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Equal Opportunity Employer

Questions or Problem Resolution:

We want to make your experience with our Division a pleasant one, so please make sure and ask for help if you do not understand the process, or have specific questions. If you have any questions or encounter any problems during the building permit process, please refer your questions, or seek resolution of your problem by contacting our staff, in the following order (all Building and Safety Division staff can be reached at 209-385-7477):

Building Permit Assistant or Staff Services Assistant: To resolve questions regarding permit fees charged by the Building and Safety Division; to determine if your permit is ready to be issued; scheduling of inspections; requests for general information and copies of documents. Please call (209) 385-7477.

Building Inspector or Plan Checker: To resolve questions or receive clarification if you have received a letter or notice of correction directing you to correct code violations or submit revised documents, please contact the inspector or plan checker who wrote the letter or notice. To arrange special times for inspections requested the previous day, call on the day of inspection from 8:00 AM - 8:30 AM (Building Inspectors are only available in the office from 8:00 AM - 8:30 AM and 4:00 PM - 5:00 PM). Please call (209) 385-7477.

Lydia Clary, C.B.O., Supervising Building Inspector: If your questions have not been satisfactorily answered by staff listed above, or your inspector was unavailable, or you have a complex code question or need assistance with a complex problem; or have questions about the building inspection process, please feel free to contact me at (209) 385-7477 or e-mail: LClary@co.merced.ca.us.

Mike Stephenson, Deputy Building Official: If the Supervising Building Inspector has been unable to resolve your problem, you need a Code Interpretation, have questions or comments about Building and Safety Division policies or procedures, general comments or suggestions, or you need assistance with a complex problem, please feel free to call me at (209) 385-7477 or e-mail to MStephenson@co.merced.ca.us.

Dana Hertfelder, Director of Public Works / Richard Schwarz, Assistant Director: If Mike Stephenson was unable to assist you, you have questions regarding Department of Public Works policies, or general comments or suggestions, please feel free to call us at (209) 385-7602 or e-mail to: DHertfelder@co.merced.ca.us or RSchwarz@co.merced.ca.us.

If you follow the procedures above, your questions will be answered or your problems resolved more expediently. The captions below each section give general information regarding who is best equipped to address your questions or help you in the shortest period of time.