



Municipality of Anchorage



Policy AG.27

Meeting Minutes, Agreements, and Understandings

There is a need for documentation of minutes from meetings between staff of Building Safety and other divisions and departments, and owners, architects, contractors, designers, engineers and permit applicants. Many times, agreements or considerations are reached in pre-plan review or project specific meetings involving Building Safety and other staff. Sometime later, permit applications contain parts or all of the agreements or considerations but, unfortunately, not in the same context as remembered by various participants. Building Safety staff does not have the resources to address the problem of accurate minutes from meetings and must depend on other parties to generate such documentation. Since October 31, 1996, the following policy has been in force.

Documentation to reflect agreements, decisions, directions, understandings, etc., from meetings regarding code or policy areas will be the responsibility of the party requesting the meeting. This document should list the following information:

1. date
2. project identification, permit number if one exists, or general nature of the meeting
3. attendees
4. specific agreements and understandings reached or directions issued - preferably in a bullet list format without verbiage about who said what.
5. a signature line for the person preparing the documentation
6. a counter signature line for approval by Building Safety Staff

The document should be presented to Building Safety ASAP after the meeting for their approval or correction and a copy of the final approved version submitted with the permit application or relevant activity.

Ron Thompson, Building Official

Date: April 17, 2006

(Ref: 96-14; 99-01)