



**CITY OF CLINTON**  
**Codes Enforcement Office**  
100 N. Bowling Street  
Clinton, Tennessee 37716

October 16, 2018

Roger,

I wanted to follow up on yesterday's conversation concerning the Mayor and permits. I discussed with Chief Becker and Bill Riggs reporting the missing permit documents as well so I have copied them on this memo. As we discussed yesterday it is very disturbing to me that a local Mayors race has brought permits over HVAC work into a campaign. The fact that our office has documents missing is the most disturbing considering we are supposed to be in a secure area restricting public access. After our discussion I went back through the files to check again for anything that could have been overlooked by staff, attached to the back of another separate permit I found one of the missing files. It is a permit request for an accessory building to be located at a residence on Westbury. While putting the records request together Gina even remembered the other permits that had never been picked up and asked about them. My staff and I did inform her that it had been discovered the files were missing and not lost in the move between offices as suggested. I was glad to hear that you had spoken to Gina when we talked this morning confirming the missing documents. I don't believe the records request covered non-issued permits but I plan to follow your advice on whether or not this file should be included. During our discussion I informed you about being contacted by the local media requesting an interview and my response was no interviews unless approved by the City Manager. Unless directed differently by you I do not have any desire to be interviewed concerning this matter. If any further information concerning this matter comes up I will report back to you with that information.

Thank you for your support

Curtis Perez  
City of Clinton Building Official

CC: Chief Becker / Bill Riggs



# CLINTON POLICE DEPARTMENT

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October 19, 2018

Roger Houck, City Manager

Per our discussion about Curtis's memo to you dated 10/16/18 I have made some inquiries with staff. I have found that on some occasions a person may apply for a building permit prior to the project beginning. If the application is not paid for it will not be issued and remains in the codes office. Holding the application is not required by policy and is done sometimes as a courtesy. Curtis stated that sometimes a person will apply for a permit in advance but never start the project, in that case the permit will remain for an undetermined amount of time.

As part of the open records request Curtis was able to locate one building permit application, not issued for property owned by Scott Burton. Curtis stated that other applications may have been filled out by Mr. Burton but we are unable to locate them at this time. I am very confident that the building and codes office has provided all requested materials that we have in our possession. All records pertaining to issued building permits are accounted for and properly documented. If Mr. Burton did fill out any other applications I believe that the document may have been already discarded due to the age of them.

Per our discussion I will implement a policy for a consistent retention of the non-issued applications.

Thanks,

  
Vaughn Becker  
Chief