

**ATTACHMENT B**

**[Example of Format]**  
**ADMINISTRATIVE BULLETIN**

- NO. AB-00X** : *The **ADMINISTRATIVE BULLETIN NO.** is assigned by TSD.*
- DATE** : *The **DATE** is the effective date.*
- SUBJECT** : *The **SUBJECT** identifies the major topic or topics covered by the Administrative Bulletin.*
- TITLE** : *The **TITLE** should be short and to the point (e.g., Processing Demolition Applications and Permits).*

- PURPOSE** : *The **PURPOSE** serves as an abstract and clearly defines the scope and intent of the Administrative Bulletin.*
- REFERENCE** : *The **REFERENCE** materials used in writing the Administrative Bulletin may include Municipal Codes, City Charter, State and Federal Laws, letters, directives, and other justifications for this Administrative Bulletin. If there are none, leave this item out.*
- DISCUSSION** : *The **DISCUSSION** provides background information and a description of the intended action or procedure. It includes detailed explanations and additional examples, attachments, or diagrams.*

*The **SIGNATURE BLOCK** contains the Director’s signature and title. Additional signatures and titles may be included if the Administrative Bulletin is written as a joint document with other agencies.*

<i>(Other signature, as required)</i> Date	<i>(Current Director’s Name)</i> Date Director Department of Building Inspection  Approved by the Building Inspection Commission on (date)
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TH:ABC      *The **INITIAL BLOCK** contains the Director’s and the Preparer’s initials for later reference.*

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*The **PAGE FOOTER** should also give the total page count.*