

Department of Commerce
U.S. Census Bureau
OMB Information Collection Request
Survey of Residential Building or Zoning Permit Systems (C-411)
OMB Control No. 0607-0350

B. Collection of Information Employing Statistical Methods

1. Description of Universe and Respondent Selection

There are about 39,000 active general purpose governments in the United States and about 20,000 of those are permit issuing. Building permits are issued by other jurisdictions for most of the active governments which do not have a building permit office (for example, a county may issue permits for all cities in the county), and some jurisdictions do not require building permits. Form C-411 is sent to jurisdictions when the Census Bureau's Economic Indicators Division (EID) has reason to believe that a new permit system has been established or an existing one has changed. This is based on information from a variety of sources including survey respondents, regional councils and Census' Geography Division which keeps abreast of changes in corporate status. We anticipate approximately a 50% response rate to the mailed C-411 forms, which is supplemented with existing known information from the C-404 monthly and annual collection, individual follow-ups with jurisdictions by email or phone, and publicly available information to maintain coverage for the universe of permit issuing places. We anticipate having accurate and up to date coverage for the universe for over 85% of jurisdictions as a result of these combined operations.

2. Statistical Methodology - Estimation Procedures

The collection of this information does not employ statistical methods. There is no sampling or estimation performed. Every new or changed permit-issuing place is in the survey universe.

3. Efforts to Maximize Responses

To maximize response rates, the Census Bureau follows up with non-respondents by telephone. The Census Bureau also works with local Councils of Government and other state and local government agencies to obtain updated information about local building permit systems.

4. Tests of Methods

The C-411 (M) and C-411(C) form layouts were updated most recently in 2015 based on the evaluation of responses received from the 2012 mailout of the C-411. The updates were intended to provide clarification and improve the

questionnaire flow. We will continue to evaluate the responses in the event that further clarification is necessary or questionnaire flow may be improved.

5. **Contacts**

The contact person for questions relating to the statistical aspects of the survey is Ms. Amy Newman-Smith, Assistant Division Chief for Research and Methodology. She can be reached on (301) 763-6595.

The contact person for questions relating to the collection and analysis of the data is William Abriatis, Branch Chief, Residential Construction Branch. He can be reached on (301) 763-3686.

Attachments

- A. Form C-411(V) for verification of coverage for jurisdictions with existing permit systems
- B. Form C-411(M) for municipalities where a new permit system may have been established
- C. Form C-411(C) for counties where new permit systems may have been established
- D. C-411(L) (sample letter to respondents)
- E. Title 13 Relevant Sections