



PURPOSE

The purpose of this policy is to outline the procedures when scheduling site inspections.

POLICY

All commercial, residential and trade inspections shall be scheduled through the Fire, Building & Safety Division. Inspections may be scheduled (1) in person, (2) by phone, (3) via EnerGov.

1. The permit clerk or the chief inspector through EnerGov, shall schedule and assign inspections.
2. Inspection scheduling should be by AM or PM. Specific times may not be feasible in most situations.
3. Inspections should be performed within a reasonable time period, typically within 24 hours. This will vary depending upon the number of requests or the availability/status of the inspector.
4. Inspector assigned may be subject to availability, geographic location or responsibilities, or qualifications.
5. Inspections shall be received electronically via mobile tablet.
6. Inspectors shall ensure work is being performed in accordance with the applicable codes and standards.
7. Inspectors shall perform inspections in a consistent manner to the best of their ability.
8. In the event of a question or unknown to the inspector that may impact the status of the inspection, the inspector shall notify the contractor that he/she will seek out the correct response.
9. In cases where a contractor's installation is not necessarily preferred, yet meets the intent of the code or minimum requirements of the code, consideration should be given to the contractor regarding the pass/fail status of the inspection.
10. Inspectors should refrain from providing contractors with personal cell phones numbers for the purpose of contacting an inspector to schedule an inspection.
11. Scheduled inspections must be ready on the day scheduled or a re-inspection fee may be charged.
12. A re-inspection fee may be charged due to failed inspections.
13. When required, permits shall be pulled and readily available prior to inspection.
14. Various stages of project or development may be delayed by required inspections.
15. Upon completion of inspection, the inspection status and inspector who performed the inspection shall be entered into EnerGov.

Approved