



# COUNTY OF NEVADA BUILDING DEPARTMENT POLICIES

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**Policy Number: BD-BI-07-001**  
**B.I. Office / Field Procedures**

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## **1. Purpose**

The purpose of this policy is to ensure building inspector office and field consistency.

## **2. Policy**

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the county. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards. Through wisdom the Building Department is built, and by understanding it is established.

## **3. Definition**

3.1 **Building Inspector** - County employee, who is responsible for enforcing State and local building codes, County ordinances, ensures work is constructed to the approved set of plans and in workman like manner.

3.2 **Minor Plan Revisions** – Plans revisions that do not substantially change the structural or architectural character of the structure.

## **4. Office Procedures**

It is expected that the following items will be completed daily. If the Building Inspector is unable to complete the following items, then the inspector shall notify the Sr. Building Inspector or the supervisor.

### **4.1 Before leaving the office:**

4.1.1 The building inspector shall check phone messages and return phone calls. All phone messages shall be returned within one (1) business day.

4.1.2 The building inspector shall log on to the computer system and check emails.

- 4.1.3 The building inspector shall schedule the best inspection route before leaving the office.
- 4.1.4 The building inspector shall perform necessary permit research before leaving the building.
- 4.1.5 The building inspector shall ensure that all inspection packages are present and in order before leaving the building.
- 4.1.6 The building inspector shall verify with other inspectors and the Sr. Building Inspector that inspection loads are balanced. It is expected that inspections be evenly distributed.
- 4.1.7 The building inspector shall notify the department secretary before leaving to perform the day's inspections.

**4.2 Returning to Office:**

- 4.2.1 The building inspector shall record the daily mileage.
- 4.2.2 The building inspector shall result all inspections performed.
- 4.2.3 The building inspector shall turn in all inspection packets into the inspection packet inbox.
- 4.2.4 The building inspector shall check all messages and return phone calls.
- 4.2.5 The building inspector shall check E-mail.

**5. Field Procedures**

- 5.1 If the permit applicant, or contractor is not present at time of inspection, the building inspector shall leave a "Door Tag."
- 5.2 The building inspector shall use the County of Nevada inspection handbook for inspector reference.
- 5.3 All correction notices shall be in writing on the County of Nevada correction notice pad. All correction notices shall be place in the inspection packet.
- 5.4 All documentation received, notes made, pictures and other related materials from the project site shall be kept in the inspection packet.

**6. Inspection Procedures**

- 6.1 The building inspector when arriving at the project address shall insure that he/she has all the appropriate items and tools to perform the inspection.
- 6.2 The building inspector shall request permission from the property owner of contractor before entering locked gates or enter into a residence.
- 6.3 The building inspector shall introduce him or herself and explain the purpose of the visit.
- 6.4 Before performing any inspections, the building inspector shall review the building permit and plans. The building inspector shall ensure that the work described on the building permit is the same as the project site. If additional work is being performed that is not indicated on

the plans or the building permit; the building inspector shall leave a correction notice indicating that additional permits are required for the work described and no further inspections shall occur until proper permits are obtained.

- 6.5 The building inspector shall perform the inspection as indicated in Section 7 of this policy.
- 6.6 The building inspector shall not leave the project site without performing one of the following:
  - 6.6.1 Sign the job card
  - 6.6.2 Leave a correction notice.
- 6.7 Before performing a final inspection, the building inspector shall verify (in the permit work description box of the permit) that the amount of inspections paid for have not been exceeded. If inspections have exceeded the amount paid for, the building inspector shall notify the permit applicant that fees are due. All inspection fees are to be paid before final inspection. No permit shall be final with outstanding fees.

**7. Inspection Methodology**

- 7.1 In general inspections shall be performed a methodical fashion, such that it is easy for another inspector to insure conformance with the correction list.
- 7.2 During the course of the inspection all deficiencies shall be noted on the Correction Notice Pad, and left in a manner described in Section 5 "Field Procedures".
- 7.3 Minor plan changes approved in the field shall be recorded on the approved "Job Site" copy. The building inspector or plan examiner shall make the same notations on the "Job Site" to the "Office Copy." **Note:** Minor plans revisions are those revisions that do not substantially change the structural or architectural character of the structure.
- 7.4 Engineering and/or details pertaining to minor changes as described in 7.2 above (two required) received in the field by the building inspector shall be wet stamped and signed by the engineer. If the proposed change is acceptable to the inspector, then the building inspector shall stamp two (2) copies of the calculations and/or details approved. One copy will be left for the job and the other will be placed in the inspection folder.

Policy Initiated By: Brian Washko

Policy Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
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