

### PROCEDURES FOR INSPECTORS & PLAN REVIEWERS

Procedures that must be followed by Inspectors and Plan Reviewers in the SCRCCC area for new construction and renovations are as follows:

- Inspectors shall register with the Local Parish or Municipality and carry a minimum of \$500,000 of professional liability insurance.
- Plan Review Providers shall submit all plan review documents to the permit office which will forward the documents to the Building Official **for approval prior to the issuance of any permits.** A plan review letter from the plan reviewer shall accompany the plans indicating the applicable building codes, as well as any additional requirements.
- When documenting an inspection, the inspector's document should include:
  - The Permit Number given to the customer from each Local Parish or Municipality.
  - The date and time that the inspection is being performed.
  - The name of Customer/Permit Holder and the Address.
  - The corresponding inspection number as noted in the **"INSPECTION AS A MINIMUM LIST"**
  - If a violation is noted, indicate which section of the building code that is being violated.
  - Take photographs or videos whenever possible. (This purpose is for any possible future disputes).
- All inspections should be done at the request of the permit holder or their representative.
- All inspections should be done in the presence of the permit holder or their representative unless prior agreement has been made.
- Inspectors shall leave a vinyl inspection sticker on the job site indicating the inspection type, job address, date, time, Permit Number, results, and inspector name and phone number. Inspection stickers shall be green for pass and red for fail and they shall be of sufficient size to be legible.
- Inspectors shall submit all inspection reports to the Building Official within 48 hours after the inspection has taken place.
- Inspections 1 thru 8, if applicable, must be submitted **and approved by the Building Official** before Permanent Power can be released **by the Permit Office.** At this point the inspector must also indicate that the building is ready for Permanent Power. Other requirements may be needed from the permit holder/customer before power can be released. Inspections 9 thru 12, if applicable, will have a total of 60 days to be completed. If this procedure is not followed interruption of utility service may occur.
- NOTE: Only the Local Parish or Municipality can release or cancel power with the local power companies. **In cases of emergency or non-compliance, the building official can release or cancel power.**

- After all inspections are turned in the inspector must indicate in a letter form that the building is Compliant.
- Certificate of Occupancy can only be issued by the Local Parish or Municipality and will be issued after all inspections are turned in by the inspector and a Certificate of Compliance is received from the Building Official.
- Only the SCRCCC Certified Building Official can issue a Certificate of Compliance. This certificate needs to be sent to the Local Permit Office prior to the issuance of a Certificate of Occupancy.
- If no inspection reports are received by the **Building Official** a Certificate of Occupancy and/or Certificate of Compliance will not be granted.
- Inspections can and in some cases will be field verified by South Central Regional Construction Code Council Building Official or Chief Building Inspector before a Certificate of Compliance is granted. (The Contractor and Inspector **may or may not** be notified prior to the inspection by the Building Official or his designee.)
- A Stop Work Order can be issued through the Local Parish or Municipality or through SCRCCC with prior notification to the Local Parish or Municipality.
- A Stop Work Order can be issued without the prior process only in the case of **eminent danger to life and/or property exists**.
- In the event that a person does not agree with the Building Official's decision or interpretation, he/she has a right to appeal before the Board of Appeals provided that the written application for appeal is filed within 20 days after the decision notice.

#### **INSPECTIONS AS A MINIMUM LIST**

1. Temp Pole/Degrassing of Site
2. Plumbing Rough-In (In ground plumbing)
3. Foundation (Pre-pour)
4. Framing (including windows)
5. Open Wall Electrical
6. Open Wall Plumbing
7. Mechanical Rough-In
8. Wall Insulation
9. Final Plumbing
10. Final Electrical
11. Final Mechanical
12. Final Building (including attic insulation)

Amendments and changes to this procedure must be approved and accepted by SCRCCC Board.  
No part of these rules and regulations shall override the UCC or State.