

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Community and Economic Development	Number:  <b>1-21</b>
<b>Subject: Investigative Inspections</b>		<b>Approval Date:</b> January 1, 2018
<b>Approval:</b> Chuck King, Building Official		<b>Effective Date:</b> January 1, 2018

**1.0 PURPOSE**

To establish processes and policy regarding *Investigative Inspections*

**2.0 DISTRIBUTION**

Public, Community and Economic Development (CED) Personnel

**3.0 REVISION HISTORY**

January 2019 (2018 Codes)

**4.0 CODE REFERENCE**

2018 International Building Code (IBC), Section 110.3.9 and Section 111.1  
 2018 International Residential Code (IRC), Section R109.1.5  
 2018 International Property Maintenance Code (IPMC), Section 104.2  
 2018 International Swimming Pool & Spa Code, Section 106.4

**5.0 POLICY**

Investigative inspections are to be utilized as a means of documenting information. They may be used to summarize existing site conditions, to generate reports, or may be utilized to verify that critical life-safety elements have been maintained in an existing commercial building or tenant space, so that new users or occupants will not be endangered. They may also be used as a means to obtain a *Certificate of Occupancy* (C of O) for a tenant space, within the parameters outlined below.

The following conditions are applicable when an investigative inspection is used for the purpose of obtaining a C of O: (1) no changes may be made to the tenant space (cosmetic changes such as paint and carpet are exempt), including no changes to the cooking line or appliance type or location for facilities equipped with commercial kitchens (2) the new tenant use and occupancy type shall be similar to the most recent business that occupied the space (3) a basic dimensional floor plan shall be provided that identifies rooms, exits, and the total area (in square feet) of the space to be occupied.

The following identifies the investigative inspection category, minimum inspections necessary to accomplish the intended purpose, and whether fees are applicable:

**Investigative Inspections for Certificate of Occupancy (permit required)**

**Fees:** Two (2) hours (based on the *hourly rate* of the currently adopted fee schedule) or, if greater than two (2) hours, the actual time spent at the *hourly rate*.

Inspections Needed:

- 1085 -Final Accessibility
- 2070 -Electrical Reconnect \*(if power has been discontinued)
- 5290 -Fire Code (General)
- 5500 -Clerk's Office Business License
- 9024 -C of O (Administrative)
- 9026 -C of O Fire Approval
- 9028 -C of O Zoning
- 9050 -Investigative Inspection
- 9999 -Permit Finaled

**Investigative Inspection for fire or structural damage (no permit required)**

\*This permit may be linked to future permits needed as a result of the damage.

**Permits:** None (future permit may be required)

**Fees:** None (fees are deferred to future permits which may be needed)

Inspections Needed:

-5290 -Fire Code General (if structure fire)

-9050 -Investigative Inspection

-9999 -Permit Finaled

**Investigative inspection for miscellaneous reasons (no permit required)**

This is applicable to all other applications that are intended to link information to a specific address. This permit does not have a fee. Inspections should be inserted at the best judgment of Permitting staff based on the need of the division making the request. This is intended for unique items that arise that do not fall into other categories described. In all cases the 9050, *Investigative Inspection*, and 9999, *Permit Finaled* inspections should be included.