

	STANDARD OPERATING POLICY AND PROCEDURE Development & Infrastructure Services	Number: 1-1
Subject: Scope and Intent of SOP Manual		Approval Date: May 1, 2007
Approval: Suzanne Smith, Building Official		Effective Date: June 1, 2007

1.0 PURPOSE

The purpose of this manual of Standard Operating Policy and Procedures (SOP's) is to provide a format in which code interpretations, office processes and procedures, plan review and inspection issues, other agency relationships, and general items can be recorded for use. Further the manual is intended to provide efficiency and consistency in processing, reviewing, and inspecting according to the adopted codes.

2.0 DISTRIBUTION

Public, Building Safety personnel

3.0 REVISION HISTORY

4.0 CODE REFERENCE

International Building Code, Section 104.1

5.0 POLICY

The intent of this manual is to provide a means where Policy is made into Procedures. Policy is determined by the Town Council, Town Manager, and the Building Official. The International Building Code in Section 104.1 states the Building Official shall have the authority to interpret the code and to adopt policies and procedures in order to clarify the application of its provisions. Procedures must be supportive of the administrative policy and of our general policy to enforce the Building Codes and provide efficient and effective customer service.