

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Community Development and Public Works	Number:  <b>1-1</b>
<b>Subject: Scope and Intent of SOP Manual</b>		<b>Approval Date:</b> May 1, 2007
<b>Approval:</b> Chuck King, Building Official		<b>Effective Date:</b> 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 matters, other agency relationships, and general items can be recorded for use. The manual is also intended to provide efficiency and consistency in processing, review, and inspection, in accordance with adopted codes and ordinances.

**2.0 DISTRIBUTION**

Public, Community Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

Updated August, 2015

**4.0 CODE REFERENCE**

2012 International Building Code (IBC), 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 IBC in Section 104.1 states that the Building Official shall have the authority to render interpretations 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 general policy to enforce all building codes adopted by ordinance and to provide consistent customer service.