



No-Contact Inspections Protocols

During the closure of city hall and establishment of remote work procedures, the Department of Community Development will implement the following “no-contact” inspections protocols for the protection of its team members and the public at-large.

GENERAL “NO-CONTACT” PROTOCOLS

- All inspection types will commence on Wednesday, March 18, 2020.
- Inspectors will ensure that the public at-large is not on site while inspections are being conducted and/or that a distance of six (6) feet is maintained between themselves and contractors during the inspections.
- Plan review and inspection results will be logged into the system from within each inspector’s assigned vehicles.

BUILDING AND EROSION CONTROL INSPECTIONS

- Interior inspections of single-family residential projects by building inspectors will not be completed as the resident is required to be present.
- Applicants will be required to provide photographs of the initial erosion control installation to the assigned land development inspector and hold pre-construction meetings over the phone.
- For less frequent building inspections such as those performed by the Fire Marshal’s Office, inspections will be conducted every other day or when there are sufficient inspections to complete in a single day.
- Erosion control inspections where it is determined that the Land Development Inspector must leave his vehicle will follow the general “no-contact” protocols listed above.

OTHER LAND DEVELOPMENT INSPECTIONS

- For development storm installation, contractors will be required to provide photographs along with storm structure numbers to the assigned land development inspector.
- If photographs are sufficient, inspections may be passed electronically.
- Land development inspectors will complete windshield inspections of all roadways under construction and construction sites to be sure there are no public safety hazards.
- All other land development inspections will follow the general “no-contact” protocols listed above.

CODE VIOLATION INSPECTIONS

- Code violation inspections will be on a complaint-basis only.
- Code Enforcement Officers will conduct as many inspections from within their vehicles as possible.
- For inspections where it is determined that physically walking the site is needed, the general “no-contact” protocols listed above will be followed.