



Building Codes Enforcement

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | monckscornersc.gov

SOG : 300	Related Policies: SOG Title: Inspection Scheduling
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Applicable SC Statutes: Applicable SC Code of Regulations:	
OSHA:	
NFPA Standard:	
Date Implemented: 10/26/18	Date of last revision :

PURPOSE: The purpose of the inspection scheduling policy is to ensure all employees understand the process for scheduling inspections.

RESPONSIBILITY: Responsibility will be as outlined in the procedure.

PROCEDURE:

1. Inspections are scheduled by the permit holder (General Contractor or Residential Builder) or the property owner by contacting the permit tech via phone, by email at tomcinspections@monckscornersc.gov or through the Meritage system. Subcontractors shall not schedule inspections unless approved by the Chief Building Official.
2. Any special notes may be recorded here at this time, (i.e door code, special instructions to inspector)
3. All inspections are scheduled through the Building Department
4. All inspections should be scheduled prior to 4:00 pm for next day service.
5. Inspections must be cancelled prior to 7:00 am the day of the inspection or re-inspection fees may be applied.

6. Inspections for an assigned time or same day inspections will be considered an "On-time" inspection and charged \$100 at the discretion of the Chief Building Official.
7. The Chief Building Official may grant deviations to scheduling.
8. The Permit Tech schedules inspections on a first in first served basis unless otherwise directed by the Chief Building Official.
9. The number of inspections assignments each work day is determined by the Chief Building Official.
10. Required Inspections and sequencing is set by the Plans Examiners during Plan Review. Deviations from the schedule of inspections set by the Plans Examiners may be granted by the Chief Building Official only.