



# Building Codes Enforcement

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

<b>SOG : 301</b>	Related Policies:  SOG Title: Inspection Procedures
<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 procedures policy is to ensure consistency for inspections.

**RESPONSIBILITY:** Responsibility will be as outlined in the procedure.

**PROCEDURE:**

1. Inspections shall be scheduled by the general contractor/builder of record or the property owner or their designated representative.
2. Inspections may be scheduled at the direction of the Chief Building Official.
3. Inspections are scheduled by the permit tech on a first come first served basis as directed by the Chief Building Official.
4. Inspections are only scheduled in the software system unless otherwise directed by the Chief Building Official for special cases.
5. Inspections are scheduled in accordance with the protocols set up in the software unless directed otherwise by the Chief Building Official.

6. The Chief Building Official will assign the inspections to the inspectors.
7. Cancellation of inspections is to be prior to 7:00 am or may be marked as a failed inspection.
8. Additional information required for the inspection such as elevation certificates, soil test and IECC forms are to be submitted prior to the inspection or result in a failed not ready inspection.
9. Once received the inspectors will utilize their electronic devices to access daily inspections thru Meritage to determine the most efficient route to complete the day's inspections.
10. The address, not lot number, is to be posted so as to be visible from the street (until utility release and then posted on structure). Unsatisfactory conditions will result in scheduled inspections being failed.
11. Permit Forms shall be posted together in a location that is visible from the road or entrance to the property. Permit Forms shall be protected from the weather at all times. Permit Forms shall be accessible to all officials, inspectors, and emergency personnel for the proper identification of the construction site.
12. Prior to any construction related activity on a lot, silt fencing must be properly installed along the curb in front of the lot (except at the 20 foot access entrance), along wetlands and any other locations needed to maintain erosion control at the site. Failure to properly erect and maintain required silt fencing or to keep streets and public facilities near the work site clean and free of deposited materials will result in failed inspections and the stoppage of the work until such time as the situation is corrected.
13. Inspectors will note any runoff/track out from the job site. Unsatisfactory conditions will result in scheduled inspections being failed and stoppage of work.
14. Inspectors will note blockages of the road by equipment, materials, contractor vehicles, etc. Unsatisfactory conditions will result in scheduled inspections being failed and stoppage of work.
15. Inspection results including comments, corrections and violations are recorded in the software system using the electronic device provided by the Town for that purpose.
16. If the project is not ready upon arrival of the inspector the inspection will be marked "Failed Not Ready".
17. If the inspection is marked "Failed" the Permit Tech is to be notified to document re-inspection fees in accordance with the adopted fee schedule.
18. Corrections notices are emailed to the email listed in Meritage as a matter of information for the contractor and owners use.
19. Any materials gathered on site needed to describe the installation of materials and equipment necessary to be added to the files is to be

emailed to [tomcinspections@monckscornersc.gov](mailto:tomcinspections@monckscornersc.gov) to be uploaded to the system.

20. The results of staff inspectors work is reviewed by the Chief Building Official.
21. The results of any non-staff inspections are reviewed each following day by the Chief Building Official.
22. A re-inspection fee, in accordance with Town ordinance, may be charged for all failed inspections at the discretion of the Chief Building Official.
23. All fees must be paid at Town Hall prior to the CO being issued.
24. Inspections scheduled after 4:00 PM on the day prior to the inspection or same day inspections will be charged the \$100 "On Time Inspection Fee"