



# Building Codes Enforcement

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

<b>SOG : 500</b>	Related Policies:  SOG Title: Codes Enforcement
<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:** In performing the duties of codes enforcement you help the Town meet its goal of Improving/Cleaning Up the Appearance of the Town.

**SCOPE:** The codes enforcement program is to be carried out by the Chief Building Official or designee. The goal for the department is to maintain and improve the appearance and safety of property within the Town of Moncks Corner.

**To meet this goal the department will use:**

- Town ordinances
- State laws
- International Property Maintenance Code.
- Other adopted or referenced Codes and Standards.

**RESPONSIBILITY:** The Chief Building Official assumes overall responsibility for the Codes Enforcement program. The Chief Building Official is responsible for scheduling and conducting the inspections, establishing timetables for re-inspection and final inspections. Codes Enforcement Officers are responsible for

conducting property checks, completing and updating Meritage, notifying the occupant and forwarding this information to the Chief Building Official.

**PROCEDURE:** The inspection should be thorough and the inspection report completed accurately. Contact information will be determined using in person contact, or property records.

**CORRECTION TIME LIMITS FOR CODE VIOLATIONS SHALL BE AS FOLLOWS:**

- Fifteen (15) calendar days for most common violations.
- Five day extensions may be granted by the inspector up to thirty (30) days.
- Violations longer than sixty (60) days will be referred to the Chief Building Official for prosecution at the Chief Building Official's discretion.
- Time limits are subject to change at the discretion of the Chief Building Official.
- All re-inspections will be scheduled in Meritage as part of the end of day procedures.
- The re-inspections should be accomplished on the day due, in order to re-enforce the inspection program credibility. Assistance for re-inspection from staff can be requested.
- If a conflict arises in interpretation or from application of the code between a property owner and the inspector the business may appeal to the Chief Building Official.
- If the property owner is not satisfied with the decision of the Chief Building Official they may request an appeal in accordance with the Town ordinance.
- If after re-inspection and no corrective action has been taken by the owner/occupant, the inspector will notify the Chief Building Official via email for follow-up.