

## **BUILDING Policy and Procedure**

12/3/2015

---

### **Title: Inspections & Inclement Weather or Unforeseen Closure**

---

Weather events such as snow or ice storms may, at times, prevent County staff from completing inspections scheduled by our clients. These guidelines should be used to help with the re-organization of the inspections to best serve our clients, yet prevent injury or loss of property due to road conditions.

#### **Unsafe conditions while working**

If during the day, weather conditions start to turn the roads slippery, inspectors should use good judgement as to whether or not the area they is safe to continue with inspections. You must use good judgement if the jobsite itself appears to be unsafe for entry. If it is unsafe, contact the person necessary to inform them of the situation and have them reschedule the inspection when conditions are safe.

#### **Delayed openings**

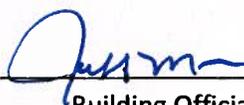
If weather hits the area and County Officials delay the opening of County offices, there is a potential to have too many inspections scheduled for the time remaining. Upon opening, Permit Techs need to check the phone messages for cancellations and notify inspectors. Inspectors must then determine which of the remaining inspections can be managed. Permit techs shall contact the clients we cannot accommodate to reschedule their inspection. Priority shall be given to these clients for the next business day. Note that some inspections, such as GWP or other outdoor items may not be ready due to the accumulations of snow or ice. The customer should be given first choice to reschedule.

#### **County Closures**

In the event County offices are closed for a day or more follow the same steps as a delayed opening.

#### **Key notes**

- Inspectors should use discretion when charging re-inspection fees.
- All available staff will be diverted to help clear backlog of inspections or help with the rescheduling efforts.
- At no time is inspection staff to risk going into an unsafe situation. Use good judgement.

Approved:  / 3/25/16  
Building Official Date