	<b>Building Division Policies and SOPs</b>	SOP #:	301.1
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# Policy Regarding: Off Hours Building Inspections

## 1. Introduction

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The Building Division’s past policy has been to provide after hours, holiday, and weekend inspections or to allow a contractor to have the project Engineer or Architect of Record to conduct a required inspection on a weekend or holiday when a building inspector is not available.

We will continue to offer this service in the future and if a City Inspector is not available to conduct the inspection, we will continue to accept a letter of approval from the Engineer or Architect of Record.

## 2. Purpose

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Provide a greater level of customer service by allowing alternatives to standard weekday building inspections while at the same time ensuring that construction on a project is consistent with the approved plans and applicable building codes.

## 3. Scope

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This policy will apply to all construction projects within the building division’s jurisdiction.


## 4. Procedure

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The contractor or builder must request the off hour inspection a minimum of 24 hours in advance. Building division staff will check to see if a City inspector is available to perform the requested inspection. ***If an inspector is available, the minimum 2 hour (\$112.50 per hour) off hour inspection fee (\$225.00) must be paid prior to the inspection being conducted.*** If an inspection will take longer than two hours, including travel time, the full estimated overtime amount must be paid at \$112.50 per hour prior to the requested inspection date.

If a City inspector is not available the contractor or builder may request to have an approved Montana State Licensed Engineer conduct the required inspection. ***This option must be approved by the Building Official prior to the inspection.*** After conducting the inspection, a letter of approval and compliance must be provided by Engineer or Architect. **The letter must state that the Engineer was personally onsite and conducted the inspection and that all applicable codes and the approved plans were followed. For a foundation inspection, the Engineer must also specify that the excavation, required hardware, reinforcing steel, and the UFER ground were all per the applicable Building Code and the Approved Plans. In addition, the narrative must include a detailed description of the actual UFER ground installation. The letter must be wet signed and stamped by that Engineer.**

**Note:** If the UFER ground has not been detailed and specifically approved in the letter and was not visually inspected by the Building Division, a new UFER ground must be installed.

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In addition to the Engineer or Architect conducted inspection, the contractor or builder must also call and schedule the required inspection with the building division inspector. The building division inspection will be scheduled for the next available building inspector work day. During that inspection, the building inspector will make a general inspection of the site and the work that was inspected by the Engineer or Architect. At this time the contractor will provide the wet signed letter from the Engineer or Architect and give it to the building inspector for approval. If everything looks good, and the letter has the required information, the building inspector may approve the inspection and allow the project to continue. If there are issues the building inspector will complete a correction notice describing those issues.

***Note: There will be no further inspections on that project until the appropriate letter has been received and approved.***

## **5. Inspector Compensation**

- The inspector may choose to be paid for his time by overtime pay, or comp time pay.
- Overtime or comp time will be at a time and a half rate.
- Inspector will be paid for the actual time required for the inspection, but not less than 2 hours.

## **6. Exceptions**

None