

# Policy

## ROLLING INSPECTIONS

Issued:

Revised:

*Timothy Wegner*

Approved: Timothy Wegner (Feb 9, 2022 08:37 PST)

### Purpose

The intent of this policy is to create an approved list of qualified inspections in order of priority to roll to the next or further business day due to a daily number of inspection stop counts that exceed the staff's capacity to serve.

### Background

Currently the Building Services Division is experiencing a larger number of scheduled inspections than is typical for this time of year. The increasing inspections coupled with a large increase in tract home developments/subdivisions – namely seven new subdivisions last year and six more subdivisions/housing tracts proposed for pre-development meetings this year, has the team preparing how to handle the requests.

At times inspection loads/number of stops are expected to be higher than what the available building inspection staff can handle. It is anticipated that this number of stops may also exceed the number of stops inspectors can handle comfortably while working overtime. With the inspection staff currently available it may become necessary to 'Roll Inspections' to the next business day.

### Policy

In the event that the number of available inspectors will not be able to cover the number of inspections stops on the following working day, the inspection supervisor and/or division manager shall be notified. Inspection staff may be required to work overtime, and once approved by management:

- A. Inspections shall be rolled to the next available business day. The rolled inspections shall be given priority on the next business day schedule. To determine which inspection to roll, the 'Priority List to Roll Inspections' was established:

#### Priority List to Roll Inspections

1. 433 Re-Roof Final
2. 601 Carport Final
3. 602 Generator Final
4. 617 Bear Bin Final
5. 623 Fire Pit Final
6. 624 BBQ Built-In Final
7. 628 Outdoor Fireplace Final
8. 534 Water Heater Change Out Final
9. 536 HVAC/AC Change Out Final
10. 915 Demo Final
11. 630 Fence Final
12. 626 Entry Gate Final

13. 607 Sign Inspection Final
14. 444 Siding Replacement Final
15. 914 TRPA Final (as long as snow is not pending)
16. 443 Window Replacement Final
17. 513 Solar Panel Final

- B. Weekend work may be an option to catch-up to roll inspections if approved by management.
- C. Once the inspections to be rolled are identified, the inspection supervisor/senior inspectors have notified management of impending rolling inspections and have received approval to commence, admin staff shall contact the scheduling party to notify said individuals/companies of the inspection being rolled and work with them to identify another inspection date suitable for the individual/company.





# Rolling Inspections Final

Final Audit Report

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