



## Clark County Department of Building & Fire Prevention

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<b>Division:</b>	Building Division - Inspection	<b>Directive:</b>	BI-DI-009
<b>Subject:</b>	SATURDAY RESIDENTIAL INSPECTIONS PROGRAM (Saturday Inspections On Overtime)	<b>Effective Date:</b>	11/29/2007
<b>Code:</b>	N/A	<b>Revised Date:</b>	04/20/2015

### GENERAL DIRECTIVE:

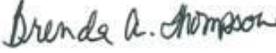
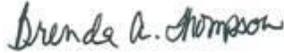
The following are guidelines to be followed by Inspection staff working the Saturday Residential Inspections Program (Saturday Inspections on Overtime) for single family residences.

1. Saturday inspections are based upon a rotating list of volunteers. The volunteer assignment is confirmed 2 weeks prior to the Saturday overtime. The confirmed supervisor and assigned inspector is posted and routed via e-mail to office support staff.
2. The scheduled Saturday Inspections are printed at 2:30m every Friday, and the assigned inspector will pick-up the tickets after 2:30 p.m. Saturday inspections are to be completed at the end of the work day on Saturday. There are no Saturday inspections on holidays that fall on Friday or Monday.
3. The OT Supervisor shall screen all Saturday inspections to verify that the inspections are the type of inspections eligible for Saturday on an unreimbursed basis. In the event inspections are not eligible the OT Supervisor shall attempt to notify the permit holder and reschedule the inspection for the next regular work day.
4. Inspectors will not start work before 7:00 a.m. on Saturday morning.
5. Assigned OT inspectors on Saturdays, shall keep their cell phones on and accept calls during their hours of work. Customers who requested Saturday inspections may be provided the OT inspectors' cell phone numbers – if requested.
6. Inspection results shall be accurately recorded through entry to permanent record in Naviline on the day the inspections are completed.

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**Revision History:**

POLICY #	TITLE	EFFECTIVE DATE	REVISED	REVIEWED
DS-001	Supervisor Accessibility	02/24/1992	03/31/2004	
BI-DI-010	Supervisor Accessibility			08/15/2008
BI-DI-010	Supervisor Accessibility		02/02/2009	
BI-DI-010	Supervisor Accessibility		03/31/2013	
BI-DI-010	Supervisor Accessibility		05/13/2014	
BI-DI-010	Supervisor Accessibility		04/20/2015	

<b>Developed by:</b>	<b>Reviewed by:</b>		
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