



Clark County Building Department

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Division:	Building Division	Policy & Procedure	BD-PP-119
Subject:	Resort Inspections Program	Effective Date:	11-16-2011
Code:	CCBAC 22.02.055(B)	Revised Date:	03-05-2013

A. POLICY:

Inspections performed in accordance with Section 22.02.055(B) of the Building Administrative Code are procedurally completed in a manner differing from typical inspections performed by the department for permitted construction. The following procedures provide the general guidance and direction to complete the process of a Licensed Resort Hotel Periodic Inspection, to include the duties of managers, supervisors, plan examiners, inspectors and permit and administrative technicians. Duties shall include: review, supervision, research, technical assignments, documentation, time keeping, data entry, enforcement, and billing and collections.

To facilitate use and topic reference, this procedure is formatted as follows:

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B. PROCEDURE:

1. General Requirements:

1.1. Initial Steps and Scope:

- 1.1.1. The Program Supervisor will initiate a meeting between Clark County Development Services and the Chief Engineer and Management of the Property. A letter shall be sent to the resort stating the date and time of the initial meeting. At the initial meeting, which shall be conducted on-site, Clark County Development Service staff shall discuss the details, expectations, policies, and procedures for the inspection. The meeting shall set the tone for the necessary level of mutual cooperation needed to successfully complete the inspection of the resort.
- 1.1.2. A permit shall be generated for the resort property. The inspection team(s) shall research and identify all as-built records for the property to be inspected. The inspection team(s) shall be allotted at least two weeks to complete the research and documentation process (a shorter time for smaller resorts, as directed by the Supervisor).
- 1.1.3. The subject property shall be inspected to the Code of Record and any plans approved by Clark County Development Services that may exist. Where it is discovered that Clark County has no record drawings for the existing property, the property shall be inspected for compliance with the

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1981 “Composite Requirements to Meet Fire and Life Safety Standards” of Clark County and the State of Nevada. (Ref. SB 214, 1981).

1.1.4. All buildings that are a part of a resort complex that are accessible to the public and all buildings that are connected to any major building structure by means of shared utilities, fire protection systems, or other structural or physical features, shall be inspected as a part of the resort facility. (Ref. CCC, 8.04.010.145 and 8.04.310).

1.1.5. Malls connected to resort properties shall be reviewed as following:

1.1.5.1. Where a fire separation wall exists between the mall and the resort, both sides of the separation wall between the resort and the mall will be inspected to ensure integrity of the fire-resistant separation.

1.1.5.2. Where the mall has shared utilities and an egress system that serves the resort, both sides of all shared utility rooms and both sides of egress system walls and any other areas where a rated separation exists shall be inspected.

1.1.5.3. When the mall is not separated by a fire-resistant assembly from the resort, the mall shall be inspected with the resort as one property.

1.1.5.4. Where a condition is not identified above, the condition shall be evaluated on a case-by-case basis.

1.1.6. Wherever it is suspected that asbestos-containing materials may be present, friable, or disturbed in the inspection areas, the property owner is to thoroughly inspect the facility or subject part to verify the “Presumed Asbestos Containing Materials” (PACM) or “Asbestos Containing Materials” (ACM) in accordance with the regulations of the Clark County Department of Air Quality and Environmental Management. Prior to the initiation of the inspection process, the resort property management shall provide to the RI team(s) access to the most recent assessment report of Regulated Asbestos Containing Material (RACM) within or upon the structures to be inspected. The Inspection teams will **not** inspect areas of buildings that are known or are suspected to contain asbestos-containing materials in a friable state. The resort shall provide an alternate means to certify these areas as code-compliant.

1.2. Inspection Process

1.2.1. The Inspection Supervisor shall designate a Lead Inspector for each new property to be inspected under this program.

1.2.2. The Lead Inspectors shall:

1.2.2.1. Be the first point-of-contact between Clark County and the resort property staff;

1.2.2.2. Assist the other inspectors in the identification of deficiencies and the documentation of written notices to be issued to the property;

1.2.2.3. Coordinate overtime inspection services as needed, following approval from supervisor or manager; and

1.2.2.4. Provide weekly updates of the inspection progress to the supervisor.

1.2.3. Staff shall be available for on-property inspections, Monday through Thursday 7:30 AM to 1:00 PM. Overtime inspections shall require pre-approval from the Supervisor or Manager.

1.2.4. On the first day of the inspection, the inspection team(s) shall be dispatched to the property where they will meet with the property management and conduct an orientation walk of the property.

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- 1.2.5. Inspection team(s) shall issue a notice in accordance with this policy for all violations found.
- 1.2.6. Where it is discovered that a property may have performed construction work under an expired permit, the property may:
 - 1.2.6.1. Reopen the expired permit and satisfactorily resolve the outstanding inspections and obtain a Certificate of Occupancy or Completion (as appropriate) for the affected area; or,
 - 1.2.6.2. Accept a Notice of Violation from the inspection team(s) and obtain new Building Permits and successfully pass all required inspections to secure a Certificate of Occupancy or Completion (as appropriate) for the affected area.
- 1.3. At the conclusion of the Licensed Resort Hotel Periodic Inspection, each property shall produce and deliver to CCDS Building Division for review and acceptance an updated master egress plan of the facility which shall serve as the basis for the next inspection. The master exit plan is reviewed by the plans examiner for code compliance and the inspection group for field consistency, prior to completion.
- 1.4. The following documents shall be forwarded to the Records Division prior to completion of all inspections, plan review and resolution of notices:
 - 1.4.1. Room Matrix;
 - 1.4.2. All Alternate Methods and Materials approved through the Resort Inspection process;
 - 1.4.3. All official correspondence;
 - 1.4.4. Updated Master Exit Plan;
 - 1.4.5. All notices issued to the property
- 1.5. Upon completion of the inspection, correction of all identified discrepancies, and following the payment of all fees due for the administration, research, and inspection of the property, the Building Official shall sign and date an Inspection Compliance Report which shall be provided to the property.

2. **Inspection Scope:**

- 2.1. The building components, features, areas, and systems listed in this section represent a collection of items determined to be of critical importance to the overall fire and life safety features of a resort property. This listing is not intended to limit the scope of any inspection process. It is representative of building construction features commonly requiring periodic inspection to ensure a safe-built environment.
- 2.2. Resort Areas:
 - 2.2.1. Fire-resistance-rated wall, floor, and ceiling construction shall be inspected for compliance with the Code of Record for the building. The inspection shall focus on the integrity and maintenance of these fire-resistance-rated assemblies and the protection of any penetrating element.
 - 2.2.2. Fire-resistance-rated shaft construction shall be inspected, where accessible, for compliance with the Code of Record. This is to include environmental airshafts, smoke-control air supply and/or exhaust shafts, elevator and dumb-waiter shafts.
 - 2.2.3. All fire-rated openings are to be inspected to verify a complete assembly. Doors shall have the door manufacturer's label showing the fire-rating of the door, and if it were required at the time of construction, the 'S' designation on the label. The required smoke seals and all fire-rated hardware must be installed on the doors. The doors shall be self-closing and latching or automatic-closing as required by the Code of Record.

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- 2.2.4. Verify that no egress component (hallway, corridor, or exit enclosure) is used as a portion of a supply, return or exhaust air system serving adjoining areas, unless, otherwise permitted as an auxiliary space or where incorporated as part of an engineered smoke control system in compliance with the 1981 “Composite Requirements to Meet Fire and Life Safety Standards” of Clark County and the State of Nevada (Ref. SB 214, 1981) (NFPA 90A:4.3.12).
- 2.2.5. Building life-safety systems including, without limitation, electrical, plumbing, heating, ventilating, air-conditioning, emergency lighting, audio and visual signaling systems, fire sprinklers, smoke detectors and/or smoke alarms, area separation walls, and exits required by code for the protection of human life and safety.
- 2.2.6. The attachment of signs and any other features supported by building structural elements shall be visually inspected at the point of attachment. If the structural member has a required fire protective coating (i.e. Monokote) applied to it, the coating must be maintained at the point of connection and the entire structural member. The inspection team shall verify appropriate permits and inspections were obtained and completed.
- 2.2.7. The use of plastic or wood building materials shall be inspected for compliance with the Code of Record.
- 2.2.8. The general condition of electrical installations shall be inspected. This shall include, but not be limited to, support and installation of conductors per the NEC, as amended, box covers and opening seals in place, accurate and current panel directories, required fire-resistant ratings of all electrical rooms, entry requirements for electrical rooms as required by the code of record, identification of high voltage and emergency electrical rooms per the NEC. Verification that all electrical installations have been permitted and inspected.
- 2.3. The Licensed Resort Hotel Periodic Inspection requires that guestrooms will be inspected on each floor of each hotel, with a minimum of 20% of the total guestrooms to be inspected. Guestroom inspections shall be coordinated with property management to lessen the impact of inspections on property operations.
 - 2.3.1. Test local smoke alarms in rooms, including inter-connected alarms in multi-room suites.
 - 2.3.2. Inspect all electrical switches and receptacles for general condition.
 - 2.3.3. Check that GFCI outlets are functioning properly.
 - 2.3.4. Check electrical power supply to any hydro-massage bathtub for required GFCI protection.
 - 2.3.5. Check all metal parts in contact with water of any hydro-massage bathtub for proper bonding.
 - 2.3.6. Check window glass ratings and opening protection.
 - 2.3.7. Open and visually inspect any concealed spaces, accessible by access panels, for penetrations and general conditions.
 - 2.3.8. Check plumbing penetrations at chase-wall or shaft, if accessible.
 - 2.3.9. Check piping fire-stopping at room fan-coil units between rooms (Master/Slave Systems) and vertically floor-to-floor, if possible.
 - 2.3.10. Verify edge-of-slab fire-stop protection is in-place, if it can be determined without removing any permanent building components.

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2.3.11. Guestroom-to-corridor door assembly for: listing label, smoke seals door-bottom sweep (when required by Code of Record), door-closer, and locks/latches, and any other egress components that may exist within a specific guestroom.

2.3.12. Stairs, handrails, and any guards to the code of record.

2.3.13. Plumbing, Electrical and Mechanical components for installation and/or unpermitted modification to the same.

3. **Enforcement Activities:**

3.1. There are three types of notices issued by the Licensed Resort Hotel Periodic Inspection group:

3.1.1. Notice of Violation (NOV). Issued for work without permits or where it is deemed that a severe threat exists to the life safety of the occupants.

3.1.2. Correction Notice (CN). Issued for maintenance item(s) that, based on the Clark County Code requires a permit to repair.

3.1.3. Required Corrective Action (RCA). Issued for typical maintenance issue(s) that can be repaired without the need for a permit.

Note: Any notice above may be resolved utilizing the Annual Facility Permit (AFP) if the issue falls within the scope of CCBAC 22.02.222 (E).

3.2. All Notices issued by RI inspectors shall be created under Naviline Application Maintenance (See Naviline instruction manual). The notice(s) shall be descriptive with respect to the location and violation; the construction discipline(s) involved; and the plan sheet number of the approved plans used by the RI inspectors. The notices shall be issued in a timely manner to the resort representative. The notice(s) may be hand delivered or electronically delivery to the property.

3.3. All notices shall be issued for a nominal 90 days except issues involving an imminent threat to life safety which shall be addressed according to hazard. Notices requiring permits may be resolved either through the AFP process or by obtaining permits and inspections. Once the plans are approved for a permit, the notice shall be placed in permitted (PMTD) status by the RI plans examiner. At this time the supervisor will remove that notice from the expiration spreadsheet and place it in PMTD file. Once the permit has received all of its inspections the supervisor shall retrieve the notice(s) from the Naviline system, change the status to resolved (RSLV) and resolve the notice(s). These resolved Notices will then be sent electronically to the resort representative and removed from the PMTD file.

3.4. All notices that are resolved by re-inspection shall be processed in a timely manner. The inspector shall retrieve the notice from the Naviline system, change the status to RSLV, and enter comments as to how it was resolved in the resolution block. The notice(s) shall then be transmitted electronically to the resort representative. The supervisor will retrieve this information on a weekly basis from the notice database and update the expiration spreadsheet by deleting the resolved notices.

3.5. An extension, beyond the 180 days addressed in B 3 above, may be granted under the following conditions:

3.5.1. The violation does not constitute an imminent threat to life safety.

3.5.2. The property has displayed an earnest effort in achieving resolution.

3.5.3. A written timeline proposal has been submitted for violation resolution.

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- 3.6. Where notice(s) remain unresolved 270 days past the notice generation date or the property has suspended any effort to resolve corrections in a 6-month period, the status shall be considered a "Failure to Act." The list of all outstanding notice(s) shall be provided to the Manager and the Assistant Director for review. The property shall be informed, in writing, that the remaining notice shall be reviewed by the Assistant Director for Citation, Removal of Occupancy or Extension. The Assistant Director may authorize additional extension(s) due to circumstances outside the properties ability to make the necessary corrections, authorize staff to proceed with a recommendation for revocation of occupancy, or to proceed with a misdemeanor citation.
- 3.7. Where an imminent threat to life-safety, so severe as to pose an immediate threat to the general public from fire or structural failure, the authorization for occupancy may be revoked. The supervisor shall inform the program manager of such a condition within one business day of discovery. In such case the program manager shall submit, within two business days, a report may include photographic evidence of the violation(s) and appropriate code reference(s) for review by the building official. The Building Official may direct the occupancy be revoked. Occupancy may also be revoked where a failure to act has been demonstrated. This may be the result of inaction or insufficient action on the part of the property.

4. Supervisory Responsibilities:

- 4.1. Inspection supervisors shall assign inspection team(s) to research and inspect resort properties identified by the Program Manager, Inspection Manager, Assistant Director and/or Director/Building Official.
- 4.2. The Inspection supervisors shall monitor the inspection process to ensure a thorough and expeditious process. Every effort shall be made to minimize the intrusion and impact upon the business operations of the resort property being inspected. As needed, the services provided will accommodate the property operational needs through flexible scheduling.
- 4.3. Inspection supervisors shall be in communication with the property representatives to respond to inquiries and concerns in achieving resolution and compliance.
- 4.4. The supervisor shall review Naviline for expired permits and permits that closed without an approved final inspection. They shall develop a spreadsheet with this information. The spreadsheet shall include: contractor, permit type, area and required inspections necessary for completion. This spreadsheet shall be sent to the Property Contact electronically. These permits shall be closed by ~~the~~ completing the required inspection(s) or N.O.V.'s will be issued for work without permits.
- 4.5. Inspection supervisors shall review notices for accuracy, clarity, and consistency prior to the notices being delivered to the property. The supervisor shall track all notices through resolution of each cited discrepancy.
- 4.6. The supervisor shall require the resort representative to provide justification for extension of the notices due to expire. Supervisors are authorized to allow an additional 90 day (nominal) extension of all notice(s) that do not involve an imminent life safety hazard. Where the resorts are performing the needed repairs in a timely manner, extensions may be granted.
- 4.7. Inspection supervisors shall review each weekly inspection time sheets for accuracy. The supervisor shall sign each weekly time sheet in the space provided to verify their acknowledgement and approval that the report accurately reflects the inspector's work for that week. Supervisors shall assure that the weekly time sheets are signed and provided to the Program Permit Specialist

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- 4.8. Inspection supervisors are to account for their time on the time sheet(s) provided, and shall distribute their time to each property, as appropriate.
- 4.9. The Inspection Supervisor shall review weekly progress and provide updates to manager(s), upon request. The supervisor(s) shall provide the program manager with 30-days notice of property completion dates.
- 4.10. The Inspection supervisor shall ensure the Code of Record for the property is documented in Naviline as required for the issuance of the Licensed Resort Hotel Period Inspection Compliance Report.

5. Plan Review:

5.1. Code Applications for Existing Buildings

- 5.1.1. All work shall be reviewed in accordance with the Code of Record. Where the Code of Record cannot be determined, the 1979 Uniform Building Code together with the life safety requirements of the 1981 “Composite Requirements to Meet Fire and Life Safety Standards” of Clark County and the State of Nevada (Ref. SB 214, 1981) shall apply.
- 5.1.2. All work for which a permit was not obtained shall be required to meet the code of record for the facility or current adopted code. All new work shall be designed to current code. No new or existing work shall lessen the level of fire protection and life safety of the existing building.
- 5.1.3. Where a property may opt to have an entire building complex reclassified to the currently adopted Technical Codes of Clark County, that property shall be required to submit an application for such reclassification to the Building Division for review and acceptance. Such submittal shall include:
 - 5.1.3.1. A rational analysis of the entire structure for all active and passive fire and life-safety elements are in accordance with the applicable codes currently adopted by Clark County.
 - 5.1.3.2. Plans identifying all required fire-resistive building assemblies;
 - 5.1.3.3. A Fire Protection Report verifying the building will be in complete compliance with the technical requirements of all current codes.
 - 5.1.3.4. A Master Egress Plan for the complex identifying all egress components, their exit capacity, and required fire-resistant construction.
- 5.2. No other work shall be shown on the plans when submitting documents to resolve a Notice of Violation or a Correction Notice. A separate Permit Application shall be required for any other work.
- 5.3. Plan Submittals to Resolve an Enforcement Notice (Correction Notice or Notice of Violation)
 - 5.3.1. Submittal Intake Process
 - 5.3.1.1. Building permit applications and plans submitted to resolve any notice requiring a building permit shall include the following information:
 - 5.3.1.1.1. The notice shall be referenced within the scope of work defined on the permit application;
 - 5.3.1.1.2. The cover sheet of the plans shall include the Facility Inspection PAC number and a reference to all notices, by number, to be corrected by that application;
 - 5.3.1.1.3. Each notice shall be copied onto the plans.
 - 5.3.1.1.4. Signs and fences shall require a separate permit.
 - 5.3.1.2. Where the permit application and submittal is for the resolution of “work-without-permit”

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the applicant shall submit the following:

- 5.3.1.2.1. A plan showing all existing conditions
- 5.3.1.2.2. The total area of improvements in square feet;
- 5.3.1.2.3. A plan that represents all work addressed on the notice(s) addressing the disciplines is required to display the as-built condition. This work is to be indicated as “new work” on the plan submittals.
- 5.3.1.3. If an alternate method or an engineering judgment is necessary to justify code compliance, the submittal, review and approval process shall follow the same processes established for similar submittals, specifically:
 - 5.3.1.3.1. The Alternate Materials & Methods Construction Guide is provided online at: www.clarkcountynv.gov/Depts/development_services/HowToGuides/BPG002.pdf
 - 5.3.1.3.2. Four copies are required for the review. The alternate shall be submitted to the Assistant Manager of the Resort Inspection (RI) program for review prior to acceptance
- 5.3.1.4. The permit application scope of work shall be specific and match the scope to the work identified on the notice(s).
- 5.3.1.5. A permit application for resolution of notices shall clearly state the codes referenced in the design submittal. The code shall be the Code of Record or another code as specified in the section above entitled “Code Applications for Existing Buildings.” A code analysis may be provided to meet this requirement.
- 5.3.1.6. The Permit Specialist at the PAC counter shall provide the applicant the permit application number(s).
- 5.3.1.7. The Permit Specialist conducting the application intake shall:
 - 5.3.1.7.1. Enter the RI PAC Number in the Structure Setup Screen as text in the Alphabetic Field;
 - 5.3.1.7.2. In the *Application Tracking Step/Selection by Revision* screen, enter RFP for only the Architectural PLCK under the Action Summary column, no other RFP’s shall be entered. The RI program plans examiner shall review the application and the notice(s) and enter all other discipline(s) plan review requirements, as needed;
 - 5.3.1.7.3. Plans shall be forwarded to zoning for approval; and,
 - 5.3.1.7.4. Upon Zoning approval, plans shall be forwarded to the RI program plans examiner
- 5.3.1.8. For stand-alone mechanical, plumbing, structural, or electrical permits, no RFP will be entered and the submittal will be delivered directly to the RI Program Plans Examiner.
- 5.3.1.9. The location of the plans shall be noted in the Plan Tracking step.
- 5.3.1.10. All permit application submittals for the resolution of notice(s) shall be subsequently routed to the program plans examiner assigned to review the work.
- 5.3.2. Plans Examination
 - 5.3.2.1. The plans examiner shall start by reviewing the plans for a complete submittal. The plans shall include a cover sheet that shows the code analysis including the code year the building was constructed. The plans shall have sufficient details and information to perform a complete review of the affected area(s). If the plans examiner discovers a discrepancy with any of the plans submitted the plans examiner shall notify the applicant of the deficiency

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and direct the contact person to submit the necessary corrections.

- 5.3.2.2. The Plans Examiner shall verify that the occupancy classification of any area under review is consistent with the original design or is, otherwise, permissible within the physical constraints of the existing building structure, egress system, and fire protection provisions.
- 5.3.2.3. Upon approval, the plans examiner shall e-mail the supervisor assigned to that specific facility with the PAC number and updated status.
- 5.3.2.4. Preparation, submittal, and review of corrected plans shall follow the same intake process as any other permit application.
- 5.3.2.5. Upon completion and approval of the plans examination submittal, the RI Plans Examiner will route two (2) sets to PAC for issuance of the permit.
- 5.3.2.6. The Permit Specialist shall determine the final fees and notify the applicant that the permit is ready to be issued to the contractor.

5.3.3. Plan Revisions

- 5.3.3.1. Two (2) copies of a completed Revision/Deferred Submittal Worksheet are required at time of submittal.
- 5.3.3.2. All submittals shall include two (2) copies of plans with a written narrative addressing each cloud on all pages. This narrative is to be a written description of all changes from the original design to convey the scope and intent of the revisions.

5.3.4. Fees

- 5.3.4.1. A notice issued for work without permit shall be charged as defined in current adopted Clark County Building Administrative Code.
- 5.3.4.2. All permit fees shall be assessed by the Permit Application Center (PAC) staff at the conclusion of the application process. The applicant will be notified of the fee(s) due. The fees shall be collected at the time of permit issue.

6. **Time Accounting and Management:**

6.1. Time Sheets.

- 6.1.1. Inspectors' weekly, job-specific, time sheets shall be submitted to their Supervisor no later than 3:00 pm the first work day after the previous work week. Inspection supervisors will review each weekly time sheet(s) for accuracy and each inspector reports an 8-hour workday and a 40-hour workweek. The supervisors shall sign each inspector's weekly time sheet in the space provided to verify their acknowledgement and acceptance of the report. The time sheets shall be provided to the resort property for the review and signature.
- 6.1.2. Each individual's time shall be recorded on the Resort Inspection Staff Time Sheet (Form #313) provided in the following manner each day:
 - 6.1.2.1. Comments: Record any comments that are relevant to your data entry or notes pertinent to your activity.
 - 6.1.2.2. Research Services: Record all time spent in the research of archived permits and plans needed for an initial inspection, verification of previously permitted or un-permitted work, incomplete permits, or review of Master Exit Plans or Fire Protection Reports.

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- 6.1.2.3. Inspection Services: Record all time spent for on-site inspection, travel, inspection documentation, the administration and documentation of notice extensions or resolutions.
- 6.1.2.4. Special Investigation Services: (Work-Without-Permit) Record all time spent in the on-site inspection and investigation of construction work undertaken without permit(s) or inspection(s). All time spent conducting records research and the time spent in the documentation and administration of all associated NOV's issued for such Work-Without-Permit violations.
- 6.1.2.5. Training: Record all time spent attending training functions.
- 6.1.2.6. Other Duties: Record all time spent in other departmental duties or assignments.
- 6.1.2.7. Leave Taken: Record all time spent absent from work. This shall include any type of leave taken; including Furlough time; Leave-Without-Pay; or Holidays.

6.2. Inspection Services Receipts

6.2.1. Overtime:

- 6.2.1.1. Whenever services beyond the normal workday are required, the authorization to participate in such additional work shall be in accordance with CCDS P&P # [DS-PP-001](#) and this policy. No employee is to work any hours not authorized and assigned by his or her respective inspection supervisor or manager. Any request for overtime shall be receive approval by the inspection supervisor prior to the anticipated overtime work. *At no time is any employee to self-initiate an overtime charge to any client or property.*
- 6.2.1.2. All overtime is to be recorded on the Inspection Services Receipt form provided by the department (Form #310). The form shall be acknowledged by the property representative and/or owner's representative, the employee's immediate supervisor, and the division manager.

6.2.2. Facility Inspection Services - Inspectors who conduct field inspection services under a requested inspection shall record their inspection time on the official Inspection Services Receipt forms provided by the department (Form #310 and Form # 315a, 315b or 315d, as appropriate) and acknowledged by the Job Representative and/or Owner's Representative, the employee's immediate supervisor, and the division manager. Inspection time is to include travel, documentation, and data entry. All time is to be noted and charged in half-hour increments.

6.2.3. Resort Inspection Accounting:

- 6.2.3.1. The RI Building Permit Specialist is responsible for assembling and correlating the Program Monthly Management Report.
- 6.2.3.2. The RI Building Permit Specialist shall compile and produce a Property Monthly Billing Invoice for all services rendered during the month, for each property undergoing inspection. The Monthly Billing Invoices shall be provided to the Program Manager no later than the 10th day of the following month for review and approval and, when approved, shall be mailed to the property.
- 6.2.3.3. The RI Building Permit Specialist shall compile and produce an Accounts Receivable Report for each property that has an active Resort Application Permit Number. Upon receipt of the payment of the invoice, the RI Building Permit Specialist shall record the receipt of the payment on the Accounts Receivable Report. The fees shall be entered in Naviline under the Resort Inspection Application. Each day fees are entered in Naviline,

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the funds collected shall be hand delivered to the Department Bookkeeper.

- 6.2.3.4. The Accounts Receivable Report shall be provided to the Resort Inspection team manager monthly. The Inspection Manager shall inform the property when the invoice(s) are past due.

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Approved by:

Ron Lynn, Director/Building Official

Concurred by:

Gregory J. Franklin, Assistant Director