

POLICIES & PROCEDURES



**City of Wilsonville
Building Division**
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REINSPECTION FEES	Adopted: July, 2018
Number: BPP 103	Last Reviewed: N/A

Summary

Outlines the Building Division policy and procedure for assessing and collecting re-inspection fees.

Background

The various specialty codes establish the authority to assess a re-inspection fee in certain circumstances.

It is our intention to utilize the authority granted by these codes in a fair and consistent manner. This policy will provide the necessary guidelines for field inspectors who encounter circumstances in which it may be appropriate to assess a re-inspection fee.

Discussion

The permit fees that are paid at the time of permit issuance are generally set to recover the costs associated with administering the building safety and inspection program for the City. In order to keep overall fees to a minimum and maximize staff efficiency, while still recovering costs, the inspection program will utilize re-inspection fees in cases where work is incomplete or a previous request was invalid.

Non-valid reasons, for purposes of this policy and procedure, must be determined by the field inspector; however, the circumstances outlined as follows will provide a guideline:

- Arriving at a jobsite as requested and finding that the work is not ready for inspection and inspection failed for a second time. A third visit to inspect the work will generally require a re-inspection fee.
- Arriving at a jobsite as requested and finding that the items previously written as required corrections for the same jobsite have not been addressed. A third visit to re-inspect the work will generally require a re-inspection fee.
- Finding no plans on the jobsite for the second time in those instances where the plans are needed to conduct the inspection and had previously identified in writing as a required correction. A third visit to re-inspect the work will generally require a re-inspection fee.
- Arriving at a jobsite as requested and finding that there is no ladder or other means of access to the roof for a second time. A third visit to gain access in order to inspect the work will generally require a re-inspection fee.

- Arriving at a jobsite at the time requested for a final inspection and finding that the structure is locked or inaccessible for a second time. A third visit to gain access in order to inspect the work will generally require a re-inspection fee.

It should be emphasized that the primary purpose of assessing re-inspection fees is not to generate revenue; rather, it is intended to create a deterrent for individuals who repeatedly abuse the inspection request system. The re-inspection fees only serve to reimburse the City for additional expenses due to personnel time, tracking, and transportation costs.

In general, a re-inspection fee is imposed in the field through a written correction notice by an inspector using the guidelines above after having provided two previous written correction notices. In egregious circumstances re-inspection fees may be imposed with less than two written notices. No further inspections will be accomplished until the investigation fee is paid.

Policy

Re-inspection fees may be assessed by field inspection personnel when, in their professional judgment, circumstances such as those outlined above warrant such action. Assessment of these fees will be with the approval of the Building Official. Tracking and collection of these fees will be as per the procedure noted below.

Procedure

In order to make all affected Division staff aware of the current status of re-inspection fees imposed, the following procedure will be followed:

1. It is preferable to issue a warning notice during an earlier inspection prior to assessing the re-inspection fee.
2. To assess a re-inspection fee, the inspector will provide a written correction that indicates a re-inspection fee is due.
3. When a re-inspection fee is imposed, the inspector shall immediately call the office and notify a Permit Technician of the address, type of inspection, and reason for assessment of the fee.
4. The Permit Technician will add a re-inspection fee that correlates to the permit tracking system case file, and enter the fee as "due."
5. The Permit Technician will send an email to the Building Division group notifying that a re-inspection fee has been imposed on the project. A follow-up email will be sent to the Building Division when the fee is paid.
6. No further inspections will be accomplished until the re-inspection fee is paid.