



May 24, 2021

REFERENCE: Permits, Inspections and Fee Process Changes

Please be advised that following internal discussion and guidance from the Board of Construction Trades & Appeals (BCTA), City Staff will implement the following procedural changes.

Some contractors and builders fail to obtain required inspections. Failure to get required inspections results in these permits remaining open in the City's permitting software and defeats the purpose for permitting the work. Beginning **June 1st**, the City will generate a report to identify outstanding permits without any activity or final inspection for the previous 180 days. This report will be run twice annually and permit holders with outstanding inspections will be notified and provided 30 days to resolve the permitting issue. In the event that the permit issue remains unresolved after the 30-day correction period, new permits will be withheld until the issue is corrected.

The building codes and the City's fee resolution provide for a re-inspection fee. The City has seldom charged this \$30 fee. Scheduling inspections for work that is not ready for inspection results in inefficient use of staff time, that could be utilized to perform other inspections. The City understands that unanticipated events occasionally lead to work not being ready when anticipated, and encourages rescheduling or cancellation of inspections in these instances. The re-inspection fee will only be applied when the work is clearly not ready for inspection or re-inspection, not as a consequence of work requiring correction. Re-inspection fees are required to be paid prior to re-inspection.

Thank you for your attention and helping us improve our processes. If you have any questions, please contact John Wright, Building Trades official at johnwright@derbyweb.com or 316-788-6632, Ext. 1227.

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