



SUBJECT	EFFECTIVE DATE	CODE SECTION	POLICY NUMBER
Reinspection Fees	April, 2019	City Code 18-08.150 & CBC 109	2.2.3 Page 1 of 2

**PURPOSE:** The purpose of this policy is to clarify and establish criteria for charging reinspection fees for projects. City resources (staff time) and other permitted project timelines suffer from misuse of scheduling inspections when the project is not ready for scheduled inspections.

**Santa Rosa City Code Section 10-08.150 Reinspection Fee:**

A reinspection fee as fixed by the fee schedule adopted by the City Council by resolution may be charged and collected for each extra inspection made necessary, as follows:

- (A) Work not ready at time requested for inspection;
- (B) Work required to be corrected on previous inspection not ready and/or correction not made at time requested for inspection. (Ord. 4080 § 2, 2016; Ord. 4015 § 1, 2013; Ord. 3957 § 2, 2010; Ord. 2302 § 3, 1983; prior code § 6.260.110)

**Clarifications:**

*The City of Santa Rosa does not allow “no-host” inspections. Someone must be on-site.*

*When inspections are scheduled and not ready – and not cancelled by the applicant by 4:00 PM the day prior (preferable) to the scheduled inspection, but no later than 7:30 AM the day of the scheduled inspection, the inspection shall be deemed “not ready”. Inspections shall be cancelled by calling the automated inspection scheduling system, calling the Building Inspector, or calling the Building Division.*

*If a scheduled inspection requires additional equipment on-site such as ladders, safety riggings, or other equipment required to be provided for the inspection – and it is not present, the inspection shall be deemed “not ready”.*

*If a scheduled inspection requires interaction with an applicant or applicant’s representative to clarify information, provide equipment, provide access-to equipment and/or machinery, or otherwise be present – and they are not (present), the inspection shall be deemed “not ready”.*

*If an inspector arrives to a scheduled inspection and the approved job-copy plans are not present, the inspection shall be deemed “not ready”.*



**POLICY:**

Reinspection fees may be charged for projects having inspections scheduled and deemed not ready.

1. If a scheduled inspection is deemed not ready, the Building Inspector shall annotate a correction notice and provide it to the applicant on the job site. The correction notice shall indicate the scheduled inspection is not ready. The “Reinspection Fee Warning” checkbox shall be checked.
2. If the Reinspection Fee Warning checkbox is checked – the inspector shall notify the applicant that a second “not ready” designation will result in a reinspection fee.
3. The Building Inspector shall enter the results in Accela indicating the scheduled inspection is not ready, and that a second “not ready” designation will result in a reinspection fee.
4. A second “not ready” designation for an inspection will result in a reinspection fee.
5. After a second “not ready” designation, the Building Inspector shall document the activity as-described in #1 and #2 and check the “Reinspection Fee Due” checkbox.
6. The Building Inspector shall notify Building Division staff to enter the reinspection fee into the permit activity in Accela.

*Note: Building Division staff shall verify if reinspection fees have been added to a permit prior-to manually-scheduling any inspections. If a reinspection fee has been added, staff shall inform the applicant that the fee must be paid prior to manually scheduling the inspection.*

7. The reinspection fee must be paid prior-to any additional inspections being scheduled for a permit. Accela will not allow automated scheduling with fees due.
8. Staff will **not** take reinspection fee payments over the phone. Violators shall pay the fees in-person at Planning & Economic Development.