

## Community Development Policy and Procedure Statement

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**Policy:** Inspections Outside Normal Business Hours  
**CBO:** Chadley Root  
**Effective Date:** October 27, 2017

**Reason behind Policy:**

This policy gives guidance to staff and contractors on what is considered an inspection outside normal Business Hours and when additional fees apply. This policy sets up when additional fees are required to bring in an inspector outside of normal business hours.

**The Policy:**

Normal hours of operation for inspections are 7 am to 5 pm. Inspections that are requested outside of 6 am to 5 pm will be charged an additional fee with a 2 hour minimum charge. The contractor will be charged for the inspector's time from when he leaves his house to the he returns to his home after the inspection. Inspectors are not available all the time so the inspection time should be set up with an inspector with a 5 day notice. Cancellations for inspections outside normal business hours shall be made in advance of 48 hours otherwise fees will be charge. This is because inspectors have arranged their time off and personal lives to accommodate the request for the inspection outside of normal business hours.