

CODE COMPLIANCE FOR CITY PROJECTS

I. PURPOSE:

The following guideline establishes policies and procedures to assure that all City initiated projects are in compliance with the appropriate code provisions.

II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manager.

III. POLICY:

It is the policy of the City Manger that for all projects undertaken by the City involving construction, remodeling or building repair that a building permit will be obtained and the project will receive necessary inspections prior to the final approval and completion.

IV. PROCEDURE:

- A. Small remodeling projects where no design is necessary that would include extensions to any lines or pipes using water from the City's water mains or with the extension of any electrical conduits undertaken by in-house staff.
 - 1. The initiating Department will notify Building Services Division of the proposed work.
 - 2. Work will be completed by the appropriate individual in the Building Services Division, and that individual will be responsible for the necessary permits and inspections by the City Code Enforcement Personnel.
 - 3. Work will be completed by the appropriate individual in the Building Services Division and that individual will be responsible for calling the necessary inspections by the City's Code Enforcement Personnel.
- B. Construction involving in a private contractor.
 - 1. Plans developed by an architect, or in-house design staff, will be reviewed by the Building Services Division. This review will include an analysis of any potential maintenance problems created by a particular design.

2. In addition, the plan will be reviewed by the City Code Enforcement Personnel for potential code violations.
 3. After the review of plans by both the Building Services Division and the City Code Enforcement Division, the user Department will be notified and responsible for obtaining the necessary permits.
 4. The contractor will be responsible for the call for inspections which will be handled by the City's Code Enforcement Personnel.
- C. Electrical alterations to existing facilities or meter change outs.
1. Contact Building Services with the specific request.
 2. Building Services will schedule the City's contract electrician.
 3. In no case will a user Department contract with the electrician directly.
 4. All major remodeling involving an electrical subcontractor will require an electrical permit and inspection by City Code Enforcement Officers.

Approved:



Bruce T. Moore
City Manager