



Clark County Department of Building & Fire Prevention

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Division:	Building Division	Policy & Procedure	BD-PP-128
Subject:	RESIDENT INSPECTOR PROGRAM	Effective Date:	09/03/2010
Code:	CC Building Admin Code 22.02.505	Revised Date:	11/22/2016

A. POLICY:

The Clark County Department of Building & Fire Prevention has developed and implemented a Resident Inspector Program to fulfill extraordinary inspection requests from customers or when deemed required by the Building Official. Each customer request shall be considered on a case by case basis in determination of appropriate time duration, schedule and number and skill set of inspector(s). This program is on a fee basis, with the permit owner or property owner paying all costs for this service. The Resident Inspector Program is in lieu of standard call out inspection services.

B. STANDARDS:

Clark County Building Administrative Code Title: 22.02.430

C. PROCEDURE:

1. Wherein a permit owner requests a resident inspector(s), they shall complete a Resident Inspector Agreement (Form #902) along with a written request and justification.
2. The permit owner shall establish an escrow account for the purpose of paying all inspection service costs incurred for the duration of the Program.
3. The Inspection Manager shall select one or more inspectors from the various employee classifications to be assigned on-site to perform inspections in accordance with the agreed upon schedule.
4. At the end of each work week, the inspector will present the permit owner with a Weekly Inspection Services Receipt (Form #316), to sign and acknowledge inspection hours worked to be withdrawn from the associated escrow account.
5. The inspector shall route the signed Services Receipt to their supervisor.
6. The weekly Services Receipts shall be routed to the designated Financial Specialist to deduct from the established escrow account.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-128	Resident Inspection Program	09/03/2010	New	
BD-PP-128	Resident Inspection Program			11/04/2013
BD-PP-128	Resident Inspection Program		10/22/2014	
BD-PP-128	Resident Inspection Program		12/09/2014	
BD-PP-128	Resident Inspection Program			10/07/2015
BD-PP-128	Resident Inspector Program		11/22/2016	

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Developed by:	Reviewed by:		
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