




**BUILDING DEPARTMENT
INSPECTION POLICY & PROCEDURES**



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BUILDING INSPECTOR CELL PHONE LIST

Name	Title	Cell Phone Number
Chris Tucker	Chief Building Official	(512) 564-0934
Will Colby	Senior Building Inspector	(737) 299-2938
James Gettys	Building Inspector	(512) 564-0997
Chris Franz	Building Inspector	(512) 540-6385

A permit holder may contact inspectors during regular business hours. Please keep in mind that, due to the inspector's route and/or difficulty making an inspection, the estimated time may need to be adjusted. If an inspector needs to be contacted, please leave a short message on the inspector's cell phone and a return call, text or email will be made whenever the inspector is able. Please do not call the office if an inspector does not immediately return a call. If a message is left with the inspector, the message will be returned no later than the next business day.

1. PURPOSE

To establish guidelines for building inspectors to perform timely, accurate and consistent inspections while striving to provide the highest level of customer service to permit holders.

2. POLICY

Building inspectors follow the structural, mechanical and electrical regulations of the 2015 International Code Council (ICC) building codes, and are certified by the State of Texas to inspect plumbing systems for life safety and code compliance. Inspectors shall perform assigned duties with reasonable consistency and due diligence, while providing the highest level of customer service possible.

3. INSPECTION PROCEDURES

- a. If the jobsite is vacant, inspectors may enter the property to perform their inspection, provided doors or gates are unlocked and, in the inspector's, best judgment, it is safe to enter. If no one is present, complete the inspection, if possible.
- b. Do not enter a residence if an adult, at least 18 years of age, is not present.
- c. Provide a correction notice (i.e., Placard), if you cannot perform the inspection due to inaccessibility.
- d. Do not give the permit holder verbal approvals, corrections or OKs to continue work. All such instructions shall be in writing or recorded electronically to the permit/project.
- e. After performing the inspection and returning to the vehicle, document the action.

- f. Before leaving the Jobsite, contact the next scheduled permit holder by phone, text or email, if possible.

4. INSPECTION CONFLICTS

- a. If there is a question regarding a previous correction or partial approval, call the responsible inspector for clarification.
- b. Do not draw any conclusions about the prior inspection (in question) until after speaking with the inspector.
- c. Do not negate previous inspectors' approvals. Any contradictory opinion should be discussed with the Chief Building Official.
- d. Do not articulate to the permit holder any opinions about the abilities of other inspectors.
- e. If the issue remains unresolved, or staff is unable to contact the responsible inspector, contact the Chief Building Official for direction.

5. RE-INSPECTIONS

- a. When scheduled for a re-inspection to verify previous corrections have been completed, the inspector shall make inspections for:
 - i. Called re-inspections.
 - ii. Life-safety violations.
 - iii. Any outstanding corrections.
- b. Notify the Chief Building Official by phone, text or email prior to issuing corrections for life-safety violations if observed during inspection for unrelated item(s).

6. CORRECTION NOTICES

- a. Record the date and specify corrections to be made.
- b. Record electronically to the permit/project, if work may continue once correction has been made. This applies to any re-inspection as well.