



COMMUNITY RISK REDUCTION MANUAL
ADMINISTRATIVE REQUIREMENTS
301.003 RE-INSPECTION FEE PAYMENT
EFFECTIVE: JANUARY 2017

SCOPE

This policy clarifies the Department's requirements when re-inspection fees will be charged to contractors.

PURPOSE

The Department may charge a fee when an inspection has been scheduled by a contractor and the work to be inspected is not ready for inspection, the contractor fails to show up as scheduled, or the contractor cancels with less than one hour notice (refer to policy 301.001).

REQUIREMENTS

When construction appointments are not canceled in accordance with Department policy, an inspector arrives at a site where an inspection cannot be completed, or the work is not ready for inspection, a re-inspection fee may be levied in accordance with the currently adopted Master Fee Schedule.

PROCEDURES

Staff shall inform the designated on-site employee, or contractor office, when a re-inspection fee is required. No further inspections for the project will be scheduled until the re-inspection fee has been paid. Additional administrative penalties may be assessed at the discretion of the Fire Marshal or designee.

CROSS REFERENCES

[City of Selma, Master Fee Schedule](#)
Community Risk Reduction Manual
Section 301.001, Appointment Cancellation