



Residential Fee Paid Inspection Request

I request an inspection for the structure at:

_____ (address)

Owner/Agent _____	CONTACT FOR ENTRY
Address _____	Name _____
Phone _____	Phone _____

Send Report to _____	
Address _____	NOTES _____
_____	_____
Phone _____	_____

Type of Code Evaluation Inspection Requested (please check box(s) and see back for details on type of inspections)

Attic Inspection Basement Inspection Fire Damage

Type B Accessory Short-Term Rental Inspection ADU Electrical Code Evaluation

Plumbing Code Evaluation Building Code Evaluation Mechanical Code Evaluation

Received by _____ IVR # _____

Intake Staff: Route Attic, Basement, Fire Damage and Type B requests to Code Compliance

STATEMENT OF UNDERSTANDING

I, the undersigned owner, request an inspection of my property located at:

I understand that should one or more substandard conditions be found to exist in the building or on the premises, I will be required to correct the condition(s) prior to (re)occupancy. In addition, I understand that I am required to correct the condition(s) even if the property is sold unless arrangements are made with the buyer and/or mortgage company for correcting the condition(s) that are satisfactory to the Bureau of Development Services.

I also understand that if the violations found are not corrected within thirty (30) days of the date of a violation letter, I may be subject to a monthly enforcement fee until the violations are corrected and the property is reinspected and approved by the Bureau of Development Services.

Dated this _____ day of _____, 20____

Signature of owner: _____

Description of Code Evaluation Inspections

Attic/Basement Inspection

The Bureau of Development Services provides inspections for homeowners when a modification to an attic or basement space is planned and when the permit records are silent on the historical use of the attic or basement. There are cases where the Building Permit records indicate only one-story or no basement where, in fact, the original second floor attic or basement space was built as habitable space. The purpose of the inspection is to ascertain whether the attic and basement areas were intended for and used as living space at the time the house was constructed.

The determination is made through an examination of the space configuration and of the finish materials. Floor finish, wall cover material, window trim, head height, and stair construction are some of the features evaluated. While the actual finish material may vary from those found on the first floor, the criteria for finish material is predicated on what type of finishes were typical for the time period of original construction and for the style of the house. In addition to these criteria, non-daylight basement determinations for habitability generally focus on the existence of a finished fireplace.

Upon completion of the inspection, a determination of the status of the second floor/attic space or basement will be made and entered as an Inquiry Folder within the TRACS building permit database.

Fire Damage Inspection

The Bureau of Development Services provides inspections of fire damaged residential properties to assist homeowners, insurance companies, and fire restoration contractors to repair property quickly and allow reoccupation of the structure. The fire damage inspection involves a field visit and inspection of the damage. The Building Inspector will determine the scope of the repairs and issue a report for the necessary repairs. The report will contain information on minimum structural repair options to original conditions, code required upgrades, and whether or not plans are required as part of the permit. In almost all cases, building permits are required for fire damage repair, while plans may not be required as part of the building permit submittal. Components of fire damaged electrical, plumbing, and mechanical systems are required to be repaired to current code and will be included in the inspection report.

ADU Inspection

Where an Accessory Dwelling Unit (ADU) is being created from existing space either through conversion of a garage or interior dwelling space, a pre-application ADU inspection is often required. This inspection will provide the owner with additional information about what changes may be necessary to make the project meet minimum code requirements to and create an ADU. After the inspection, an inspection report will be completed noting any corrections necessary for the creation of the ADU.

Electrical, Plumbing, Building, Mechanical Code Evaluations

In some situations the public may request a code evaluation for electrical, plumbing, mechanical, or structural conditions at a residential structure. The inspector will conduct a visual inspection of the accessible components and create a list of code deficiencies based on the current conditions of the structure. ***Please note that a code evaluation requested inspection is not a "home inspection" and should not be considered similar to private home inspection services.***

Type B Accessory Short-Term Rental Inspection

As part of a Type B Accessory Short-Term Rental application, processed through either a Type II or Type III Land Use Conditional Use Review, the bedrooms to be rented to overnight guests must be verified in compliance with the following requirements:

1. The bedrooms met the Building Code requirements for a sleeping room at the time they were created or converted;
2. Has a smoke detector that is interconnected with a smoke detector in an adjacent hallway; and
3. Is located on the floor of a dwelling unit equipped with a functioning carbon monoxide alarm. If the dwelling unit does not have a carbon monoxide source, then a carbon monoxide alarm is not required.

*A \$97 reinspection fee will be assessed if the required smoke detectors and carbon monoxide alarms are not installed as required.

For questions on Attic/Basement Inspections or Fire Damage Inspections please contact (503) 823-2633, for questions on ADU Inspections and Electrical, Plumbing, and Building Code Evaluations contact (503) 823-7388. For questions on Type B Accessory Short-Term Rental Inspection contact (503) 823-7526.