

	STANDARD OPERATING PROCEDURE BUILDING & SITE DEVELOPMENT	Number: 230.13
Approval: Daniel E. Ice <i>Daniel E. Ice</i>		Effective Date: October 19, 2017
Subject: Consultation-based building inspection program		Page 1 of 4

1.0 PURPOSE:

The purpose of this document is to provide criteria for a Registered/Licensed Professional in Responsible Charge (*RLPRC*) to inspect and self-certify the building code portion of construction projects, with the permitting authority providing support consultation services as well as quality assurance.

2.0 REVISION HISTORY:

New standard operating procedure.

3.0 PERSONS AFFECTED:

Building Safety staff, owners, registrants, contractors, and their agents.

4.0 ADMINISTRATIVE POLICY:

4.1 Program scope

This program is limited to inspection of the building code (Pima County Code Title 15) regulation of structures for which building permits have been issued. This procedure shall constitute an alternative path to fulfill inspection requirements of regulated structures in accordance with the International Building Code Section 104.4. No fee discounts shall be provided for program participation.

4.2 Qualifying requirements

In order to qualify for this program, the *RLPRC* shall:

- Be registered as an Architect or Engineer in the State of Arizona or be licensed as a Contractor in the State of Arizona within the license classification covering the scope of permitted construction;
- Have successfully completed at least one permitted construction project within unincorporated Pima County; and
- Obtain pre-approval from the building official



Once approved, it is the responsibility of the *RLPRC* to notify the building official of any changes affecting the above qualifying requirements.

5.0 DEFINITIONS:

RLPRC: Registered/Licensed Professional in Responsible Charge

6.0 RESPONSIBILITIES:

6.1 Registered/Licensed Professional in Responsible Charge

The *RLPRC* assumes the responsibility of constructing and inspecting the permitted work in accordance with the approved building plans and adopted building code. If code compliance discrepancies are identified, it shall be the responsibility of the *RLPRC* to bring the structure into compliance to the satisfaction of the building official.

It is the responsibility of the *RLPRC* to ensure that all code required special inspection and testing reports, as defined by Chapter 17 of the International Building Code (IBC), are submitted to Pima County in accordance with Building Safety Standard Operating Procedure 340.1.

Upon completion of construction, the *RLPRC* shall submit to the County a completed Attestation of Building Code Compliance Letter as well as all paperwork required by permit conditions before the building official will consider approving the final inspection of the *RLPRC* and occupancy of the building.

6.2 Pima County Building Safety Staff

Pima County Building Safety Staff shall provide consultation, as requested by the *RLPRC*, to assist with successful building code compliant construction. In addition, Pima County shall provide quality assurance inspection of participating program activities on a sampling basis, as a component of our regular quality program.

7.0 PROCEDURES:

7.1 Eligibility approval



To be eligible for this program, the *RLPRC* shall be in good standing with Pima County Development Services as demonstrated by completing at least one successful permitted construction in unincorporated Pima County. Development Services shall maintain a current list of eligible registrants posted on its web site. Requests to be added to this list shall be put in writing to the building official, submitting a resume containing past work experience, including Pima County permit number(s).

7.2 Building Inspection Consultation/Self-Certification letter

A Building Inspection Consultation/Self-Certification Program letter shall be completed by the property owner and submitted to Pima County Development Services prior to start of construction. A sample letter is available on the Development Services web site.

7.3 Voluntary consultation with Pima County

The *RLPRC* is encouraged to consult with Pima County Development Services regarding building code compliance during construction in the form of plan review meetings, remote video inspections or field inspections. For questions surrounding construction details or revisions, sketches or plans may be emailed to BuildingPermit@pima.gov, referencing "consultation inspection program: [permit number]" in the email subject line.

7.4 Random sampling inspection by Pima County

Pima County shall conduct random field inspections of participating construction projects based on a sampling methodology, for evaluation in accordance with our quality assurance program (Building & Site Development SOP 130.1). Projects not meeting the thresholds outlined in our quality assurance program will be placed under special observation, receiving additional inspections or will be dropped from the program and returned to our regular inspection program, at the discretion of the Building Official. Any change in program approval will be provided in writing to the *RLPRC*.

7.5 Final Paperwork submittal

Prior to final inspection approval and issuance of Certificate of Occupancy, the *RLPRC* shall submit to the Building Official:

- Signed Attestation of Building Code Compliance Letter;



BUILDING & SITE DEVELOPMENT STANDARD OPERATING PROCEDURE
CONTINUATION SHEET

Number: 230.13

Page 4 of 4

- If the construction requires a Special Inspection under Chapter 17 of the International Building Code, the approvals conforming to Building & Site Development SOP 340.1; and,
- All other documentation required by permit conditions.