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## **FIRE INDUSTRY BULLETIN 2015-001**

### **SCOPE**

The transition of new construction and five year inspection appointments from hourly appointment times to AM/PM appointment times.

### **PURPOSE**

The purpose of this bulletin is to clarify the procedures for scheduling new construction appointments.

### **BACKGROUND**

As the Community Risk Reduction Division (CRRD) strives to provide more efficient services, it was determined that transitioning from hourly appointments to AM/PM appointments would provide for more timely inspections on new construction projects and five year tests.

### **REQUIREMENTS**

Beginning May 15, 2015, contractors calling the CRRD requesting a new construction inspection will be given the choice of an AM or PM appointment time.

AM appointments will be a block of time from 0800-1200 hours. PM appointments will be a block of time from 1300-1700 hours. When scheduling an appointment, the contractor will be required to give the name and contact number of the person that will be meeting the inspector on site.

During your inspection time, the inspector will call approximately 20 minutes before they arrive on site to inform the contractor they are on their way. Once the inspector arrives on site, they will wait up to 15 minutes for the contractor to arrive. If the contractor does not arrive within that time frame, the inspector will leave the site and the current re-inspection fee policy will apply.

If a contractor is not ready for the inspection when the inspector arrives on site, but believes they will be ready before the end of the block of time, the inspector will go on to their next appointment and attempt to come back later to complete the inspection. If the

***“To protect and put service above all else.”***

contractor is not ready when the inspector returns, the current re-inspection fee policy will apply.

As per our current policy, a re-inspection fee must be paid before another appointment will be scheduled.

If the inspector is not able to make it to an inspection during the scheduled block of time due to a large inspection volume or complications on other inspections, the inspector will call the contractor and let them know that their inspection will be moved to the next day. The inspector will go to the site and complete an inspection before beginning other inspections scheduled for that day.

This policy is effective May 15, 2015 until revoked.