



Community Development Department
Building & Safety Division

Policy No.: BDP 27
Effective: January 1, 2014
Revised Date: October 17, 2013
Initiated By: Mike Baker, Senior Building Inspector
Approved By: Gregory A. Shreeve, Sr., Chief Building Official
Subject: Approved Project Drawings and Specifications in the Field

Regarding 7.28.480 of the Dublin Municipal Code:

Where an inspection is made and corrections are required and said corrections require more than one reinspection, or where an inspection has been called for and the work to be inspected is not ready for inspection, or where the approved plans and specifications are not on the job, a reinspection fee shall be paid prior to making the reinspection.

Approved plans on the job. It is the responsibility of the permit applicant to provide the approved construction drawings, specifications and other applicable documentation, as needed for all inspections. These documents shall be in the field, located in a conspicuous and safe location for all inspections, and be accessible to Building & Safety Inspection Staff.

If the required information is not provided to the Building Inspector at the time of the inspection, the following steps shall be taken by the Building Inspector:

- The permit holder will be issued a correction notice and assessed a reinspection fee, payable to the City, prior to the next scheduled inspection. No exceptions!
- The Building Inspector will terminate the inspection at that time and move on to the next scheduled (location) inspection.
- The Building Inspector shall notify the Contract Supervising Inspector if more than two "reinspection fee" correction notices have been issued to the same project.