

Ohio Building Code Academy

Inspector Training-Session 1

Enforcement Concepts

The Ohio Board of Building Standards

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“Better Codes, Better Buildings, Safer Ohio”

Purpose and Learning Objectives

- **Purpose:** Performing building inspections is one part of the required process for building code compliance and enforcement. Required Inspections are designed to verify that the installation of materials, assemblies and systems are done in conformance to the approved construction documents. Required inspections target specific building code requirements that are designed to protect building occupants from risk of injury or death.
- **Learning Objective:** At the end of this program, you will know and understand the administration provisions for inspections in Chapter 1 of the Ohio Building Code and be encouraged to adopt the Boards standard of practice in the performance of your required inspections.

Purpose:

- **Introduction. What it is. Building Code Enforcement Concepts**
- **OBC §101.3 Intent. The purpose of this code is to establish uniform minimum requirements...related to... the conservation of energy, safety, and sanitation of buildings for their intended use and occupancy with consideration for...**
 - **Performance**...to Establish...requirements, in terms of performance objective & use...
 - **Extent of Use.** ..to allow...the use of materials, technical methods, and devices to Reduce cost of construction without affecting minimum requirements for health, safety, and security of the occupants of buildings...
 - **Standardization**....of construction practices, methods, equipment, material and techniques...including industrialized units (Factory built)

Purpose:

- **Introduction.**
- Safety is the top concern for occupants in a building.
- As an example, Your home is a place designed to control outside influences. It is primarily designed to protect your family. The greatest vulnerability is during the activity of sleep. While you sleep, you have quiet, comfort, and darkness, but you are primarily protected from the elements of weather and criminal activity. The codes are designed to mitigate ‘active’ risks of fire and inclement weather.
- However , sleep creates a risk factor that contributes toward your inability to be aware of your environment and respond quickly to emergencies, such as fire.

Purpose:

■ Introduction:

- Therefore: *The strategic objective of the Board is to promote:*
 - ...Building codes that mitigate risks and hazards of all types for people in buildings.
 - ...Consistent and uniform code enforcement in the State of Ohio among all Certified Building departments.
 - ...*A Basic premise of enforcement: When a building design complies with the building code, that design, when constructed will become a code compliant and safe building to occupy.*
 - ...*Better codes, Better buildings, and a Safer Ohio.*

Purpose:

■ Definitions applicable to inspections.

- **Access (Right of Entry):** *Permission from an owner to enter a site/ building.*
- **Adjudication Order:** *Notice of violation, providing the legal process of dispute resolution.*
- **Approval:** *Certification of a building design that is code compliant. ‘A License to Build.’*

Purpose:

■ Definitions applicable to inspections.

- **Compliance:** *A design and constructions that comply with Chapters 3781 and 3791 of the Revised Code and any rules (Building codes) adopted by the board.*
- **Inspection:** *Verification that construction matches the approved construction documents.*
- **Violation:** *A notification that the construction does not match the standard of the approved construction documents.*

Purpose:

- **The legal enforcement mechanism of the Board.**
- **OBC 101.2 Scope**
- The provisions of the “Ohio Building/Mechanical/Plumbing Code” shall apply to...structures. As provided in division (B) of section 3791.04 of the Revised Code, no plans shall be...approved or inspection approval given unless the building represented by those plans ...would, if constructed,...according to those plans.., “shall” comply with Chapters 3781 and 3791 of the Revised Code and any rules adopted by the board. An owner may exceed the requirements of the “Ohio Building Code” in compliance with section 102.9. [Non-required work needs inspected.]

Purpose:

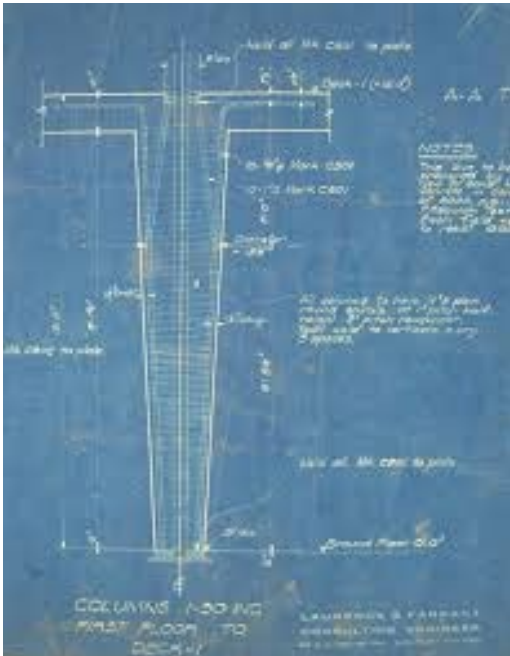
- **The legal enforcement mechanism of the Board.**
- **106.1 Submittal documents.**
- Construction documents, statement of special inspections* required and other data shall be submitted...with each application for an approval. Before beginning the construction..., the owner or the owner's representative shall submit construction documents to the building official for approval. When construction documents have been found to be in compliance ..., that determination of compliance shall be deemed sufficient to obtain approval for construction ...and the building official shall issue the certificate of plan approval. (License to build.)
- ***Special Inspections are instituted due to importance of systems, assemblies, materials.**

Enforcement Administration Rules

- **106.5 Alternative engineered design.**
- The design, documentation, inspection, testing and approval of an alternative engineered system shall comply with sections 106.5.1 to 106.5.3 of this rule.
- *Design criteria. ... design shall conform to the intent of ...this code and shall provide an equivalent level of quality, strength, effectiveness, fire resistance, durability and safety. Materials, equipment or components shall be designed and installed in accordance with the manufacturer's installation instructions.*
- *For residential projects, this is the only time a design professional is required.*

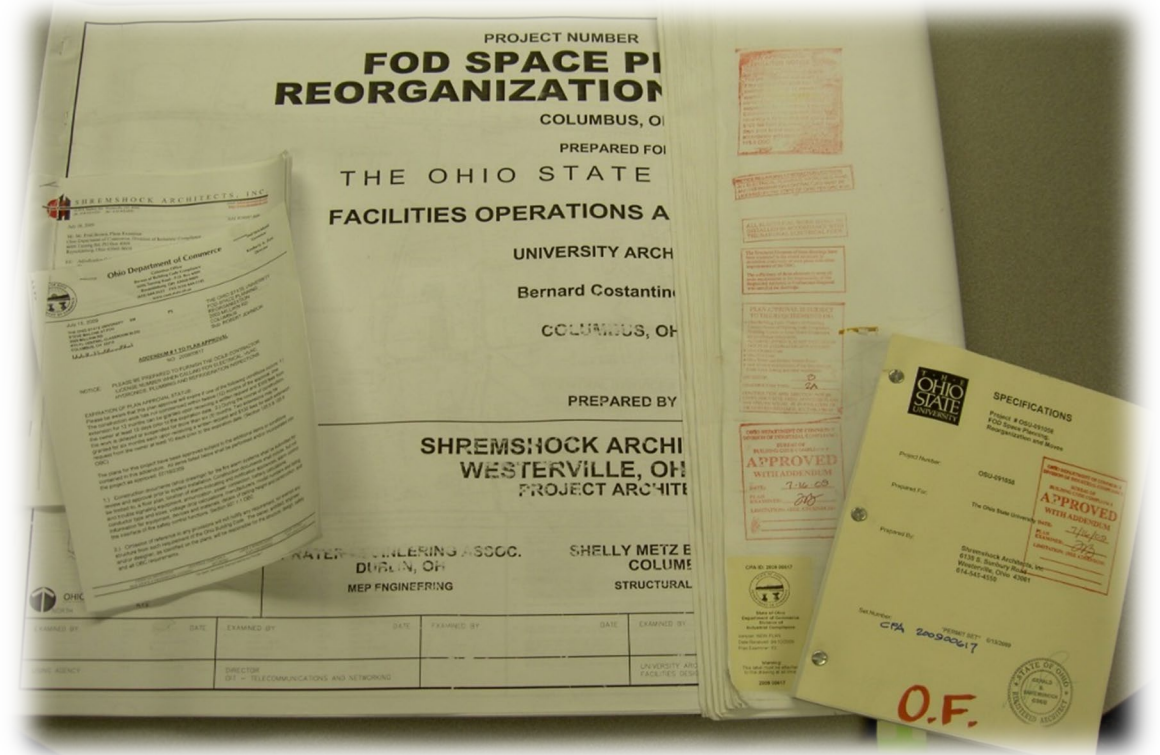
Enforcement Administration Rules

- **106.5 Alternative engineered design.** Example is the poured cast in place concrete ‘Mushroom columns’ of the Johnson & Son Admin. Building, Racine, WI by FLWright. (Built 1936 to 1939) Columns proved Loaded 5x greater than standard Dead Loads for approval.



Enforcement Administration Rules

- Construction Document Review – It is where code compliance is achieved.
- Completed by master plan examiner (107.6.1) who....
- Evaluates documents with the Ohio building codes and referenced standards.
- Refer determinations of non-compliance to the BO to either dismiss MPE comments, or order the owner to comply, or issue an AO to appeal.
- Responds in writing on a plan review report to document the owner decisions.
- Documents Approved by the Building Official.



Documents are more than drawings. They include:

- Specifications/ Project manuals
- Manufacturers installation instructions
- Reports and other data
- Alternative engineered design/calculations (technical design analysis)
- Manufacturers Data, MSDS, etc.

Enforcement Administration Rules

OBC 107.4.1 Certificate of Plan Approval(CPA) is issued to..... the Owner per ORC 3791.04.(2)

An Approval is a ‘packet’ of building department documents issued by the Building Official that includes:

- Approved construction documents.
- List of (Specific) Required Inspections.
- On-Site Inspection Record.
- Certificate of Plan Approval.
 - All items are required to be Posted & remain on site.

Inspectors cannot provide inspections if these required items are not on site.

| Certificate of Plan Approval (OBC 105.5) | |
|---|--|
| Office of the Building Official (City of, County of...) | |
| Property Address: _____ | Certificate No. _____ |
| Scope of Project: <input type="checkbox"/> Proposed New Structure <input type="checkbox"/> Proposed Change of Occupancy <input type="checkbox"/> Proposed Alteration <input type="checkbox"/> Proposed Addition <input type="checkbox"/> Other _____ | Description of proposed work _____ _____ _____ |
| Scope of Plan Approval: <input type="checkbox"/> Full approval <input type="checkbox"/> Nonconformance approval <input type="checkbox"/> Conditional approval <input type="checkbox"/> Phased approval | Notes _____ _____ _____ |
| Occupancy: _____ | Conditions & Variances: |
| Mixed Use: <input type="checkbox"/> Accessory Occupancies (OBC 508.2) <input type="checkbox"/> Separated Mixed Use (OBC 508.4) <input type="checkbox"/> Non-Separated Mixed Use (OBC 508.3) <input type="checkbox"/> Combination Sep./Non-Sep. Mixed | <p>This approval is conditional upon proceeding with construction in accordance with the approved construction documents.</p> <p>The building official shall be notified of any changes from the approved construction documents. Such changes shall be submitted and approved by the building department prior to their implementation; Sections 105.2, 106, 107.4.2, & 107.6.1 of the Ohio Building Code. (OBC).</p> <p><i>The approval is invalid if construction work has not commenced within 12 months. One extension shall be granted for an additional 12 month period if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee not to exceed \$100.00. (OBC 105.3)</i></p> <p><i>If in the course of construction, work is delayed or suspended for more than 6 months, the approval is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than \$100.00. (OBC 105.4)</i></p> |
| Special Provisions: <input type="checkbox"/> Unlimited Area <input type="checkbox"/> Combustible Storage <input type="checkbox"/> High Rise <input type="checkbox"/> Hazardous Material Storage <input type="checkbox"/> Other _____ | |
| Commodity & Storage Method <input type="checkbox"/> Unlimited Area <input type="checkbox"/> Combustible Storage <input type="checkbox"/> High Rise <input type="checkbox"/> Hazardous Material Storage <input type="checkbox"/> Other _____ | <p>This Certificate is issued pursuant to the provisions of Section 105 and 107 OBC. This certificate shall be posted (OBC 107.5.2) in a conspicuous location outside of the building and in the front part of the premises on which, or will be, located the building or equipment to which the approved plans relate. This Certificate indicates conformance with the applicable provisions of the OBC and Chapters 3781. And 3791. of the Revised Code.</p> |
| Type of Construction: <input type="checkbox"/> N/A <input type="checkbox"/> Required <input type="checkbox"/> Non-Required | |
| Fire Protection Systems: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Standpipe <input type="checkbox"/> Other _____ <input type="checkbox"/> NFPA 13 <input type="checkbox"/> Manual Pull <input type="checkbox"/> NFPA 13D <input type="checkbox"/> Smoke Detection <input type="checkbox"/> NFPA 13R <input type="checkbox"/> Single-/Multiple-Station Smoke Alarms <input type="checkbox"/> Limited Area | |
| Kitchen Hood System: <input type="checkbox"/> Type I with suppression <input type="checkbox"/> Type II | Approved pursuant to the following edition of the OBC: _____ Building Official _____ Date _____ |

A CPA is a ‘License to Build’ per ORC 3791.04.2.E. It cannot be made out to an owner’s representative such as a contractor, designer, tenant, renter, or other party, unless they are the owner. **A ‘permit’ is not a CPA.**

Big Picture of Code Enforcement. The **Owner** 'owns' the process.



Application and construction documents submitted for approvals. (O)

- Plan reviews are done to establish code compliance of the design. (PE)
- All content from correction letters and orders are incorporated. (O)
- All variances and conditions from appeals are incorporated into design. (O)



Certificate of Plan Approval issued 'to the Owner' by the BO.

(Other "permits" may be issued for site approval. etc. including approved construction documents.)



Required inspections

- Verifying Work complies or matches with the Approved Documents. (O)(BI)
- Certifications of Tests for building systems are completed and submitted to BO. (O) (BI)
- All variances & subsequent approvals are inspected and compliant. (BI)



Certificate of Occupancy issued **for the building to the Owner** when building construction is completed in accordance with the Certificate of Plan Approval & all inspections and certification testing per the Approved Documents. (BO)

Personnel:

Section 104: Duties and responsibilities of Inspectors.

- Duties and responsibilities.
- Inspector Certification types.
- Liability of certified building department personnel
- Violation of Duties.

Personnel: Code Requirements for Inspectors – What it means:

104.2.3 Inspectors. (Duty & Responsibility.)

- An inspector is responsible for performing inspections and determining that work, for which they are certified to make inspections, is performed in compliance with the approved construction documents.
- *It is your job to ‘verify the work matches the APPROVED documents.’*
- **You are not verifying what you determine meets the Code.**
- *You will need to access the approved documents while you inspect.*



Personnel: Code Requirements for Inspectors – What it means:

104.2.3 Inspectors. (Duty & Responsibility.)

- All inspectors shall inspect the work to the extent of the approval given when construction documents were approved by the building official and for which the inspection was requested. *(such as phased approvals or specific scope of work proposed)*
 - Know the extent or scope of the type of approval it is such as Nonconformance, Conditional and Phased approvals. All have limitations.
 - You must inspect within the scope of the required inspection that was requested. Be careful to not inspect something that is outside the requirements of that inspection.

Personnel: Code Requirements for Inspectors – What it means:

104.2.3 Inspectors. (Duty & Responsibility.)

- All inspectors shall effectively communicate the results of their inspections as required by section 108,
 - *You are a communicator, not an ‘enforcer’ of the approval.*
 - *Communication is done in a very specific way per Section 108.*

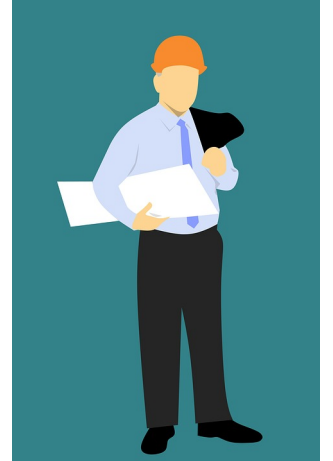


Personnel: Code Requirements for Inspectors—What it means for you:

104.2.3 Inspectors. (Duty & Responsibility.)

...and shall conduct themselves in a professional, courteous, impartial, responsive, and cooperative manner.

- *You represent yourself and your political subdivision.*
- *Your Conduct means ‘to cause (oneself) to act or behave in a controlled manner.’*
- *Have a Reputation of good character and perform your duty above reproach.*
- *How do we do this?*



Personnel: Code Requirements for Inspectors: What it means for you.

104.2.3 Inspectors. Your (*duty*), no matter your assigned (responsibility) in your certified position, shall be to conduct yourself in a.....manner(that is)

- professional, [*Businesslike. Competent. Knowledgeable.*]
- courteous, [*Very polite. Respectful. Deferring.*]
- impartial, [*Not biased. Fair and Equal treatment.*]
- responsive, [*Quick Listener. Sympathetic. Answering.*]
- cooperative [*Working together. Willingly helpful.*]



Above all else it means 'communication'. It is a standard of care that involves effort, time, and quality of service.

Personnel: Code Requirements for Inspectors—What it says:

104.2.3.1 – 104.2.3.4.3 Required Inspector Certification types.

There are three types of Board-certified inspectors required to be employed in a department.

Building Inspector. (Res & Com)

- *They perform nine ‘completion’ required inspections. Building inspectors may be required to perform mechanical and fire protection inspections if these type of elective certified inspectors are not employed by the department.*

Building Service Equipment Inspectors, Plumbing & Electrical. (Res & Com)

- *Perform ‘completion’ inspections for Plumbing, and Electrical systems.*



Personnel: Code Requirements for Inspectors—What it says:

104.2.3.1 – 104.2.3.4.3 Other Inspector Certification types.

There are two other classes.

- ***Elective Inspectors-Mechanical (Res & Com), Fire protection Systems, Medical Gas Piping)***
 - These are Board-Certified inspectors that may be employed by the department.
 - *Perform inspections for Mechanical, Fire Protection and Medical Gas piping Systems.*
- ***Other Inspectors on a project not certified by the Board that may be involved as part of the project inspection team.(Elevator, Boiler and Special Inspections.)***
 - *Elevator and Boiler are Certified by State of Ohio*
 - *Special Inspectors are required inspectors but are either Accredited or are approved by the Building Official to inspect per 1704, for OBC Chapter 17 required inspections.*

Personnel: Code Requirements for Inspectors

What it means:

104.2.3.1 – 104.2.3.4.3 Inspector Certification types. -Coordination is key.

- ***All inspectors required to coordinate their efforts with other inspections to verify that work is completed.***
 - Inspections must be completed in order.
 - As an example, framing inspections are dependent upon plumbing, mechanical and electrical systems having been installed and found compliant.
 - Other required inspections such as Fire Protection, Medical Gas piping Systems, Elevator, Boiler and Special Inspections may also impact a framing inspection verification.

Personnel: Code Requirements for Inspectors

OBC 104.2.4. Liability of certified building department personnel.

- **Liability** of certified building department personnel for any **tortious** act will be determined by Ohio courts to the applicable provisions of Chapter 2744 of the Ohio Revised Code enacted in 1985.
- **Liability**: *Being made responsible to pay for offenses to someone harmed.*
- **Tort**: *an action that wrongly causes harm to someone but that is not a crime and that is dealt with in a civil court.*



Personnel: Code Requirements for Inspectors

OBC 104.2.4 Liability of certified building department personnel.

- To be protected, the employee's action or failure to act that gave rise to the cause of action under tort law had to be within the discretion of the employee with respect to policy-making, planning, or enforcement powers before the protection of the statute could be invoked...unless one of the following existed:
 - 1) his acts or omissions were manifestly outside the scope of his employment or official responsibilities;
 - 2) his acts or omissions were with malicious purpose, in bad faith, or in a wanton or reckless manner; or
 - 3) liability is expressly imposed upon the employee by a section of the Revised Code.

Personnel: Code Requirements for Inspectors

OBC 104.2.4 Liability of certified building department personnel

- If an employee is sued, the statute provides that the political subdivision has the responsibility to defend the employee or to compensate him for his legal expenses ***if he prevails*** in the action (See paragraph (C) of ORC section 2744.06).
- If an employee acts within the scope of his or her job duties, the employee has the protection of Chapter 2744, Revised Code, and is unlikely to be successfully sued in a tort action.
 - ***Remember:*** The Board does not provide legal advice on these matters. It is highly recommended that you contact your political subdivision's legal counsel, such as your Law director or prosecutor for guidance with these issues.

Personnel: Code Requirements for Inspectors

OBC 104.4 Violation of Duties

- **What it says:** Any person affected by alleged improper actions of any building department, building official, plans examiner, inspector, fire protection system designer, or local board of building appeals certified by the board of building standards may file a written complaint with the board. Complaints will be processed by the board in accordance with the procedures outlined in the applicable certification rule found in division 4101:7 of the Administrative Code.

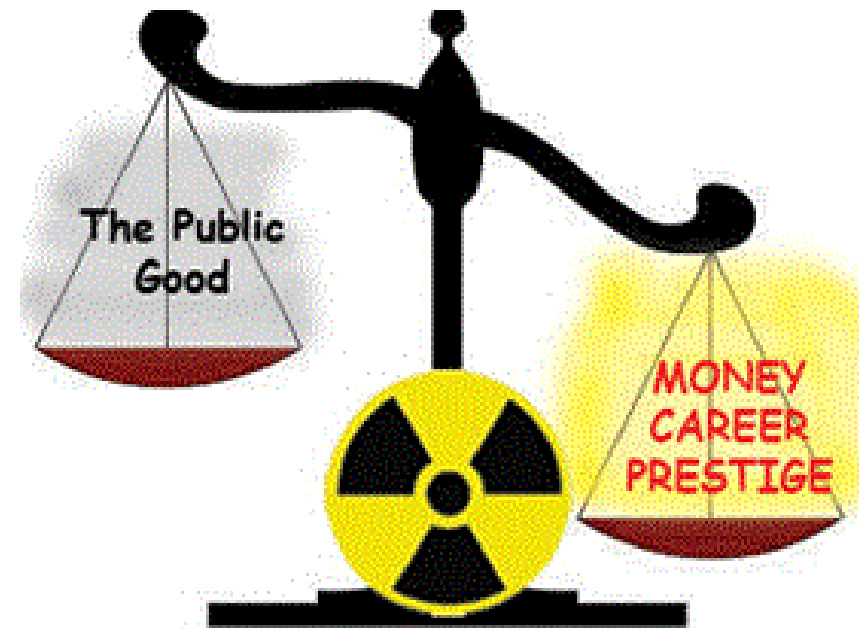
COMPLAINT



Personnel: Code Requirements for Inspectors

OBC 104.4 Violation of Duties: Typical complaints against inspectors:

- Gross Negligence, Incompetence, and Misconduct in performance of duties,
- Engaging in conduct that is considered a Conflict of interest,
- Violation of duties described in OBC Section 104 most notably enforcing the codes instead of the approval and approved documents.



CONFLICT OF INTEREST

Division 4101:7 of the Ohio Administrative Code. (Certification rules)

Personnel: Code Requirements for Inspectors

OBC 104.4 Violation of Duties

– What it means:

- *You are accountable to many entities regarding your duties and responsibilities.*
- *However, if violations exist to the Boards rules, you can be disciplined by being decertified or suspended or put on probationary status by the Board per OAC 4101:7-3-01.*

Inspection Program:

- 108.1 General provisions.
- 108.2 Required Inspections (Introduction).
- 108.4 Right of Entry.
- 108.5 Compliance with Construction Documents.
- 108.6 Communication Process.
- 108.7 Building Official determination of noncompliance.

Inspection Program.

- **OBC § 108.1 General.**
- **After construction documents have been approved**, construction or work may proceed in accordance with the approved documents.
- Construction or work for which an approval is required shall be subject to inspection.
- **What this means:** *Legally, the owner has the right to build this code compliant approved design. As it is constructed, it shall be inspected.*

Inspection Program.

- **OBC § 108.1 General.**
- Access to and means for inspection of such work shall be provided for any inspection that are required by this code. It shall be the duty of the owner or the owner's authorized representative to cause the work to remain accessible and exposed for inspection purposes.

Inspection Program.

- **OBC § 108.1 General.**
- Such construction or work shall remain accessible and exposed for inspection purposes until the work has been inspected to verify compliance with the approved construction documents,
- **What it means:** *If the owner requests an inspection and the work is not accessible, the inspector must document the issue. A reinspection will have to occur. The building department must prove the inspection attempt.*

Inspection Program.

- **OBC § 108.1 General.**
- but failure of the inspectors to inspect the work within four days, exclusive of Saturdays, Sundays, and legal holidays, after the work is ready for inspection, allows the work to proceed.
- **What it means:** *The department is required to manage timely inspections.*

Inspection Program.

- **OBC § 108.1 General.**
- Subsequent work is allowed to proceed only to the point of the next required inspection.
- **What it Means:** *As an inspector, if the inspection has not been done within 4 days and the owner or representative has continued work to the next required inspection, **You cannot make the contractor expose work covered up. It is too late!***

Inspection Program.

- **OBC 108.2 Required inspections. ***
- At the time that the certificate of plan approval is issued, the building official shall provide, to the owner or the owner's representative, a list of all required inspections for each project. The required inspection list shall be created from the applicable inspections set forth in sections 108.2.1 to 108.2.14.
- **What it means:** A *“Boiler plate inspection list” is not acceptable.*

Inspection Program.

- **OBC 108.2 Required inspections.**
- The building official, upon notification from the owner or the owner's representative that the work is ready for inspection, shall cause the inspections set forth in the required inspection list to be made by an appropriately certified inspector in accordance with the approved construction documents.
- **What it means:** *The right certified inspector shall perform the specific requested required inspection.*
- ***OBCA Inspector Session 2 will cover the specifics of required inspections.**

Inspection Program.

■ OBC 108.4 Right of entry.

- The building official, or the building official's designee (Inspector), is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, ***provided that*** credentials are presented to the occupant and that entry is requested and obtained.
- **What it means:** *Reasonable accepted times is considered 8am-5pm.*

Apt. 101





Inspection Program.

- **OBC 108.4 Right of entry.**
- Where permission to enter has not been obtained, is denied, or the building official has probable cause to believe that there exists in a structure or upon a premises a condition which is a serious hazard the building official shall proceed as required in section 109 and shall also have recourse to the remedies provided by law to secure entry.

Inspection Program.

- **When denied ‘Right of entry’ by occupant or Owner.:**
 - **Remain professional.** Control your emotions and do not argue. Be courteous.
~There is likely a legitimate reason for the denial.
 - **Leave the site.** Stay off property to avoid trespassing.
 - **Contact the Building Official.** He will decide if an administrative search warrant is needed and to secure it from the proper authority.
 - **Record the event in your notes.** (date/time, who involved, any witnesses, conditions observed, fraudulent activity-no approvals, etc.)
 - *Consider options for documenting the site and the situation. Can an adjacent property or public way provide visual access with use of a camera to document?*
 - **Question: What would you do if a ‘minor’ opens the front door?**

Inspection Program. [The Overall process for inspection.]

- **OBC 108.5 Inspections, compliance with construction documents.**
- When an inspector from the department having jurisdiction finds that completed work is in accordance with the approved construction documents, the inspector shall communicate the findings to the owner or owner's representative, shall make a note of the inspection on an on-site inspection record and in the inspector's log, and communicate their findings to the building official. The building official, after review of the findings, shall issue the certificate of occupancy or certificate of completion in accordance with section 111.

Inspection Program. [The Overall process for inspection.]

OBC 108.6 Inspections, observation of violations, unsafe conditions, or serious hazards.

- When an inspector from the department having jurisdiction finds that any work in connection with the location, erection, construction, repair, alteration, moving, or equipment of a building is contrary to the approved construction documents for the same, the building inspector shall proceed as required in either section 108.6.1 or 108.7.

Inspection Program. [The Overall process for inspection.]

- **OBC 108.6.1 Communication process for work contrary to approved construction documents.**
- **1. Communicate the nature of the differences to the owner or the owner's on-site representative and offer the following options**
 - 1.1 The owner will correct the work to match the documents,
 - 1.2 The owner will 'change' the documents for re-approval,
 - 1.3 The owner decides to do neither 1.1 or 1.2. The inspector refers the owner's decision to do nothing to the building official as indicated in item 4 of this section. (BO determines to order owner to comply with documents = adjudicate.)

Inspection Program. [The Overall process for inspection.]

- **OBC 108.6.1 Communication process for work contrary to approved construction documents.**
 2. The owner or the owner's on-site representative shall indicate which option (item 1 above) will be exercised.
- **This is communicated on an On-site inspection record.**
 - It is Two Way communication
 - The Owner makes Decision.
 - *An inspector does not tell the Owner/representative what to do.*



ON-SITE INSPECTION RECORD (OBC 108.5)

My Jurisdiction Name - Office of the **Name of Building Department**, **Name of Building Official**

100 Main St. Anytown, OH 40000 (614)555-5555 (Inspection Line)

Inspection Hours: M- F 9:00am-12 Noon and 1:00pm- 4:00pm.

Certificate of Plan Approval #: _____ Date issued: _____

Project Address: _____

Owner: _____

Contractor: _____

Summary of Work: _____

| Type of Inspection | Date and Time of Inspection | Inspector's name | Satisfactorily Complies with Approved documents Yes/No? | Observed items of non-compliance | Inspection Observation – Comments (If inspector notes non-compliance, indicate;) 1. To comply with approved plans. 2. Drawings will be revised / resubmitted. 3. To NOT comply- adjudication order request for building official determination. |
|----------------------|-----------------------------|------------------|---|---|--|
| Footing / Foundation | 10/28/12 – 4PM | Gerald Kodiak | NO | Incorrect placement /location of anchor bolts at the South foundation wall. | 1. Contractor indicates he will have the reinforcing placement corrected in the South corner by the end of the day. |
| | | | | | |
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Indicate type of required inspection, date/time, full name (no initials), Yes/No on compliance, Detail of non-compliance, Owner /Agent decision. (Refer to Owner compliance options matrix.)

Inspection Program. A Word of caution.

Avoid alternative ways to communicate.

- Use of tags and cryptic notes. (“OK” does not mean anything.)
- Verbal ONLY communication. (Becomes “Your word against their word”.)
- Hand-written notes. (Anything that is not on the Official On-Site Inspection Record)
- Revised sketches on approved docs. (Only design professional is permitted to revise the docs for the building official to approve, Do not draw, design or detail for them.)
- Personal interpretations of the code being enforced in lieu of the approved documents. Don’t guess or figure it out or cite code. Only the building official has the authority to enforce and interpret the code. (Do not discuss what it means to you, and do not pull out a code book. Stick to the Documents!)
- “Well meaning” threats of any kind, such as “ If you don’t do ‘this’, I will fail your inspection.” Forcing others and Retaliating is unacceptable behavior and could result in the Board revoking your inspector certification.

Inspection Program. [The Overall process for inspection.]

- **OBC 108.6.1 Communication process for work contrary to approved construction documents.**
- **Referred from 108.6.1, 1.3**
 4. If the owner or the owner's on-site representative indicates that the work will not be brought into compliance with the approved construction documents, the inspector shall submit a report to the building official for the final determination of noncompliance in accordance with section 108.7.

Inspection Program. [The Overall process for inspection.]

- OBC 108.6.1 Communication.
- The Inspector provides Report to BO.
- The report needs to be descriptive.
- The BO uses the information to determine if the issue is to be resolved with an Adjudication Order, or not.
- The BO will use this information in an Adjudication Hearing with an Appeals Board, if required.
- *You are the eyes and ears of the BO.*

OFFICE OF JURISDICTION
123 Main Street Anytown, Ohio 40000
Full Name, Building Official

INSPECTOR REPORT
(FOR DETERMINATION OF NON-COMPLIANCE BY BUILDING OFFICIAL- OBC 108.6.1.4 & 108.7
WHERE OWNER HAS INDICATED WORK WILL NOT BE BROUGHT INTO COMPLIANCE)

DATE: _____

APPROVAL #: _____

PROJECT ADDRESS: _____

OWNER or REPRESENTATIVE: _____

SUMMARY REPORT BY INSPECTOR:
Where does the work not conform to approved construction documents?:

In what respect does the work or equipment NOT conform?

INSPECTOR NAME: OFFICE USE ONLY BELOW THIS LINE
 Building Official Determination Summary:

Are any approvals possible? Y / N TYPE? _____

ADJUDICATION ORDER REQUIRED? Y / N DATE: _____

BUILDING OFFICIAL SIGNATURE: _____

Inspection Program. [The Overall process for inspection.]

- **OBC 108.7 Building official determination of noncompliance.**
- The building official shall evaluate the inspector's report and render a final determination as to whether the items of non-compliance are to be communicated to the owner in the form of an adjudication order complying with section 109 or whether any additional approvals are necessary.
- The building official shall make the determination within four days of the inspector reporting as required in sections 108.6.2 and 108.6.3, exclusive of Saturdays, Sundays, and legal holidays.

Inspection Program. [The Overall process for inspection.]

OBC 108.2.12 Inspections, completion.

- When all the required successive inspections have been satisfactorily completed and the inspectors have verified compliance with the approved construction documents, the inspectors shall communicate their findings to the building official. The building official, after review of the findings, shall issue the certificate of occupancy or the certificate of completion as described in section 111.

Inspection Process.

■ Successive Inspections. (Re-inspection)

- The Purpose of successive inspections (Re-inspection) is to complete the verification of all non-compliance while performing requested required inspections, COMPLIES.
- When inspecting work within Phased approvals be aware that coordination may be required between the successive inspections of that type of required inspection within the phase, whether the project is phased by building area, project disciplines or both.
- If you are a new inspector to a project already inspected, pay careful attention to comments of the previous inspector(s). Only verify those items and any new work within the scope of the succeeding and previous inspection. Do not re-inspect work having already been determined to comply.

Inspection Process.

Final Inspections.

108.2.12.1 Fire protection system final inspections.

- Fire protection system final inspections shall be coordinated with the fire official in accordance with Section 901.2.1.2.
- Neither the OBC or the RCO require final inspections by inspection type, except for OBC 108.2.12.1 for Fire protection systems.

Inspection Process.

Final Inspections.

- It is not necessary to reinspect the building or building service equipment at the end of the project construction, if the construction has been inspected and compliant.
- If a ‘final’ inspection is required by the building official for the project, you are not permitted to re-inspect items already verified as compliant, meaning matching the Approved construction documents.
- **A final inspection merely completes verification of required inspections and is not intended to be a final punch list. It verifies building code compliance not comprehensive building completions. A building can be occupied and still not be ‘DONE’. The Building Official issues Certificate of Occupancy.**

Break – see you back for session 2.

Ohio Board of Building Standards

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