



Commercial Inspection Procedures

City - Permit Technician:

1. City issues the permit in the BV Application Suite after permit fees are collected.
2. If add-on inspections are needed, the City contacts the Bureau Veritas office with address and type of inspection needed.

Bureau Veritas - Permit Technician

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact information.
3. Schedule desired type of inspection requested via fax or phone.
4. Contact inspector if questions arise regarding inspection requests or results.

Inspectors:

1. Print out daily inspection schedule report from BV Application Suite.
2. Return voicemail messages and reply to email messages.
3. Pick up tickets at city, if requesting back up inspections.
4. Fill out, in detail, inspection tickets upon completion of inspection.
5. Deliver plans, if necessary, and drop off inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Result inspections in BV Application Suite.

Reports:

BV Application Suite has the ability to generate reports that the city can access. The city also has access to the BV Application Suite database to check the status of plan reviews and inspections.