



Residential 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 - Inspection scheduling via BV Application Suite:

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. Picks 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.

Inspection Procedures:

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. Bureau Veritas has grouped inspections according to the inspection system. There may be some inspections that will overlap. BV Application Suite has the ability to add other department approvals to the list of required inspections as requested by the city.

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.