

210- Informal Internal Review of Inspection Decision Procedure

Effective Date

8/24/17

Purpose

- House Bill 252, ratified in the NC General Assembly during the 2017 session, states:

Each inspection department shall implement a process for an informal internal review of inspection decisions made by the department's inspectors. This process shall include, at a minimum, the following:

- (1) Initial review by the supervisor of the inspector.*
- (2) The provision in or with each permit issued by the department of (i) the name, phone number, and e-mail address of the supervisor of each inspector and (ii) a notice of availability of the informal internal review process.*
- (3) Procedures the department shall follow when a permit holder or applicant requests an internal review of an inspector's decision.*

Procedure

1. Assigned inspector receives inspection request from permit holder and makes determination on whether the request passes or fails based on applicable codes.
2. Permit holder, in disagreement with the inspector's decision, requests an informal internal review of the decision by contacting the Code Inspection Supervisor.
3. Code Inspection Supervisor calls meeting of the Review Committee and a decision is made on whether to uphold or change the original decision.
4. If original decision is upheld, the permit holder will be informed of their right to appeal to the NC Department of Insurance, Building Code Council and Wake County Superior Court. Pursuant with section 202.9 of the 2012 NC Admin. Code & G.S. 143-141(d).

Notes

- The name, phone number, and e-mail address of the Code Inspection Supervisor will be placed on each permit application with a note alerting the permit holder of their right to an informal internal review.
- Inspectors are also to make permit holder aware of this option before going to the State for interpretation.
- Review Committee includes the following positions: Code Inspection Supervisor, Development Services Manager, and all Code Inspector I, II, and III positions. As of the effective date of this procedure the committee has five members.