



Safety Inspections

BP-32

Department of Building and Planning

What are safety inspections?

Safety inspections are intended to allow inspections to be conducted on property without an active permit in order to review certain areas of building construction/safety features such as, but not limited to, use, exiting, fire suppression systems, product storage, and physical access to the building.

The International Building Code, Fire Code and other safety related requirements differ for various types of occupancies. Safety inspections are necessary for occupancy changes where you are moving into an existing space that has a Certificate of Occupancy and you are *not* changing the character of the occupancy. A safety inspection may identify the need for modifications/alterations to the building to accommodate the new use, which may necessitate additional permits. They are required when a change in occupancy or use of a building is involved. This inspection may result in the need for modification/alteration to accommodate the new use.

Safety inspections are also conducted on residential properties, generally on request, to determine whether something “complies with the code” or to obtain a disclosure report.

How much will the permit cost?

Fees for processing the permit and providing inspections for the project shall be charged at the rate specified in department fee schedules. Please refer to the current fee schedule or consult with department staff. Should any physical alteration be required as a result of the safety inspection, or it is determined a change of use will or has occurred, additional permits may be required; fees for these permits are calculated based on the cost of the work to be performed.

What information is required to complete an application?

- Parcel number and address
- (Note: This information can be found on your tax statement).
- Current/former occupant
- Owner
- Occupancy and use (be specific)
- Floor plan
- Site plans may also be necessary where a change in use is involved.

How long will it take to process the application and receive an inspection?

In most instances your application can be processed “over the counter” and arrangements made for an inspection the following day. Based on the results of this initial inspection, follow-up action by the applicant and associated inspections by the county may be necessary. In those cases where a change in use has or will occur, please allow several days for completion of plan review prior to scheduling any on site inspections.

Other Brochures that may be helpful

- BP-4 *Permit Fee Schedule*
- BP-31 *Rules, Regulations and Red Tape*
- BP-33 *Commercial Site Plans*
- B-40 *Information Directory*

For more information or an appointment contact:
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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.