



## DEPARTMENTAL CONSISTENCY POLICY (PLAN REVIEW-FIELD ENFORCEMENT)

**GENERAL:** Commercial code enforcement is accomplished through the combined efforts of the plan review and field inspection staff. Each plays an important role in assuring that structures are built in compliance with the State and local laws. It is very important that the enforcement is administered in a fair, thorough, and consistent manner by all. The purpose of this policy is to improve the Department's ability to accomplish the above and "SPEAK WITH ONE VOICE."

**PROACTIVE:** Since plan review staff is at the front of the code enforcement process the following steps shall be taken to reduce the number of occurrences where a disagreement in interpretation arises between plan review and field inspectors.

- Maps of inspector assigned areas posted and maintained in the plan review work areas(s).
- Plan review staff identifies any issues considered "a gray area of the Code" or any alternate methods or other issues not clearly addressed by the applicable State or local law.
- Plan review contacts inspector by cell phone to discuss issue or,
- Sends a Notice of Plan Review Issue message to inspector by MDT which includes the following:
  1. Project address
  2. Project description
  3. Interpretation condition in question
  4. Requests a call by inspector to reviewer
- Inspector will call plan reviewer A.S.A.P.
- Inspector gives input and if necessary follow up discussion is held in office.
- Permit issued with field-office agreement on gray area interpretation.

**REACTIVE:** If an issue is identified by field staff where he/she feels that something has been overlooked during the plan review process or if there is a difference in interpretation regarding an "approved" set of plans, the following steps shall be taken:

- Inspector brings issue back to plan review for consensus discussion.
- If no agreement, Gene Morton (Building Codes Administrator) and the Plan Review Senior Project Manager participate in discussion by all parties.
- If no agreement, Jim Bartl (Director of Code Enforcement) participates as final step, again with all parties.
- If there is a change in the interpretation or in what will be required, the plan reviewer shall deliver the message to the owner's design professional. If possible, the inspector should be available at this time for any questions should any arise.

Click on this link to view the Code Compliance Report for the most recent Quarter.  
<http://www.charmeck.org/Departments/LUESA/codeenforcement/Resources/consistency.htm>

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