

Code Enforcement

January 1, 2007

Overtime Inspections (OTI) Program Description

1. Background

Mecklenburg County Code Enforcement manages approximately 25,000 to 30,000 inspection requests per month, or roughly 1,300 per day. Many construction projects will benefit from the ability to schedule inspections after hours and on weekends. The “Overtime Inspections Program” is a premium service, using existing staff on a volunteer basis for a premium fee. This fee would be over and above the normal permit fee. This program is for Commercial projects only.

2. Program Description

Scheduling requirements and a full program description may be obtained from our website at www.meckpermit.com. In brief, the program works as follows.

- The Department will charge a premium fee of \$115 an hour for each trade used for Overtime Inspections (OTI).
- The customer should request an OTI from the Program Coordinator. The Program Coordinator will submit an Overtime Inspections Request Form to the customer, which must be signed and submitted back to the Coordinator.
- The coordinator will set up the OTI request based upon the customer’s requested dates and times. The OTI request must be submitted two weeks in advance in order to have sufficient time to coordinate the inspection team to cover the request.
- There are no guarantees on inspector availability.
- OTI requests are limited to a minimum of 60 hours per project.
- Only contractors with active accounts with Mecklenburg County are eligible.
- A minimum of three hours per trip is required for each project (including inspector travel time).
- OTI Inspectors are assigned to the project and will remain on site for the duration of the time requested, and their hours will be charged to the customer.
- Special project information (based upon size, if possible):
 - We recommend that a locked staging area be provided within the building footprint dedicated to OTI Inspectors for plan review and log book entry.
 - We recommend that copies of the floor plan be kept to document inspections performed and to keep a visual inspection trail.
- County approved construction documents, including revisions and critical documentation (i.e., sealed truss drawings, engineering letters, and test reports), must be on site for the duration of the inspection.
- Work must be code compliant. Inspectors are not to be used to provide lengthy code compliant punch lists.
- If the customer has inspection issues or concerns, those should be addressed to the Program Coordinator and then should be brought to the specific Trade Supervisor or Core Process Manager for resolution.
- The OTI Inspector will enter the request for inspection based upon the permit information provided by the contractor on site and enter the results at the end of the assigned time.

Inquiries regarding scheduling Overtime Inspections should be directed to the Program Coordinator, Diane Sennish at 704-353-1273.