

Mecklenburg County
Land Use and Environmental Services Agency

Code Enforcement January 1, 2007

Inspection by Appointment (IBA) 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. The “Inspection by Appointment” program was created to meet the growing demand of the construction industry to schedule inspections. Many projects will benefit from the ability to schedule inspections during regular business hours on a specific date or time of the day.

The Inspections by Appointment program is a premium service, for a premium fee. Code Enforcement maintains its goals for the customary inspection process; however, some projects have schedules more aggressive than this. Inspection by Appointment allows customers to schedule an inspection when they need it.

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:

- ⌚ All inspections will be scheduled within a two-hour block of time. The available times are:
 - 8AM – 10 AM (block 1)
 - 10 AM – 12 PM (block 2)
 - 1 PM – 3 PM (block 3)
 - 3 PM – 5 PM (block 4)

- ⌚ Inspection by Appointment (IBA) fees are in addition to all normal permitting fees. The rate is \$230 per each time block.

- ⌚ IBA requests must be made prior to 7:00AM to schedule an inspection for the next business day. Inspections requested after 7:00AM will default to the day after the next business day. This excludes weekends and holidays.

- ⌚ The inspection request is for a specific block of time on a specific project and cannot be used on other project sites.

- ⌚ Only contractors with active accounts with Mecklenburg County are eligible.

- ⌚ Charges are based on the number of time blocks scheduled and are automatically charged to the contractor’s account at the time of request.

- ⌚ A qualified representative of the contractor shall be on site at the time of inspection. The inspection will not commence until this individual arrives on site.

- ⌚ The scope of work to be inspected must be complete and ready prior to the time of inspection. If work is still in progress, the inspector shall remain on site for the requested time block, and shall begin the inspection only if work is completed within the scheduled time block and if time is available.

- ⌚ As time allows, the inspector will conduct the inspection and present the contractor with the results. Any corrections made may be re-inspected prior to the end of the scheduled time block.

- ⌚ If the reserved time block is not sufficient to complete the inspection, the contractor may request the IBA Inspector to add an additional block of time to extend the inspection. This is subject to availability.
- ⌚ Once the resource limit is committed, no other program inspections will be available that day.
- ⌚ Inspection results will be entered at the end of the inspection time block.

Inquiries regarding scheduling an Inspection by Appointment should be directed to Code Enforcement Program Coordinators at 704-200-4940.

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