



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT
Policy (Management Decisions)

Subject: Fee Administration Policy-Inspections	
Division: Admin Services	Policy No: ADS1003POL
References:	Issue Date: 1/1/2013
Related Procedure:	Next Sched. Rev'n Date: 1/1/2014
Web Links:	Expiration Date: NA

- 1.0 Background: Assessment and administration of inspection fees must be conducted in a consistent manner.
- 2.0 Purpose: To provide clarity regarding the assessment and administration of inspection fees.
- 3.0 Authority:
- 4.0 Policy: Inspection fees will be assessed and administered according to the information provided in the table below.

Fee Administration Policy – Inspections
Inspection, Re-Inspection, & Outside Normal Hours Inspection (ONHI) Fees

Fee Definition	<p>Inspection fees for one initial inspection and not more than one re-inspection, if needed to verify that required corrections have been made, are included in the price of the permit.</p> <p>Re-Inspection fees are assessed whenever:</p> <ul style="list-style-type: none"> • An inspection has been requested but, upon the inspector’s arrival, required work is not completed, has been covered or the project is otherwise not yet ready for inspection, • Access to the site is obstructed preventing the inspection, • Required Temporary silt and erosion control measures are not in place, • Approved plans and permit are not on site (per IBC Section 106), and/or building permit placard is not properly posted (per IBC Section 105). • There has been a deviation from approved plans. Revisions need to be re-submitted for review. • There have already been two inspections performed for the same issue. <p>Outside of Normal Work Hours Inspection fees are charged when an inspection is performed outside of normal work hours at the client’s request. Note: Does not apply to Temporary Operational Permits</p>
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<p>Fee Calculation Methods</p>	<p>Re-Inspection fees shall be assessed at the hourly rate based on actual staff time to perform the re-inspection. There is a one hour minimum charge for all re-inspections.</p> <p>Outside Normal Hours Inspection fees (when approved) shall be assessed at the overtime hourly rate for actual staff time (fee includes staff travel time). There is a two hour minimum for all inspections performed outside of normal hours. Actual time beyond the two-hour minimum shall be billed to the client.</p>
<p>Availability of Inspections Outside of Normal Hours</p>	<p>The Department will attempt to accommodate a client's requests for inspections outside of normal working hours. However, this type of work is voluntary for county staff and, if there is not an inspector available, the request may be denied. If a client requests such inspection and the inspection cannot be completed for any of the reasons outlined above, the Department shall retain the minimum inspection fee and is authorized to deny any future requests. A 24 hour notice for cancellations is required for refund of fees.</p> <p>To cancel an inspection: by phone, call 337-5777, or signup and log into the web portal at: http://permits.kitsapgov.com/Public/Home</p>
<p>Hourly Rates</p>	<p>Inspection Fee: DCD Hourly (<i>see Fee Schedule</i>) Re-Inspection Fee: DCD Hourly (<i>one hour minimum, see Fee Schedule</i>) Outside Normal Hours Inspection Fee: \$133.00/hr (<i>two hour minimum</i>)</p>
<p>Payment Methods</p>	<p>Inspection Fee – Payment is included with permit fees.</p> <p>Re-Inspection and Outside Normal Hours Inspection Fee - Minimum fee must be paid at the time of scheduling the inspection (exception for same day re-inspection requests only). Final Inspections must be prepaid.</p> <p><i>Note: Inspection fees assessed in excess of the minimum charge shall be billed to the client at the identified rate and must be paid prior to scheduling final inspection.</i></p>
<p>Delinquent Payments</p>	<p>Failure to pay these fees will result in the following actions:</p> <ul style="list-style-type: none"> ▪ No additional inspections will be performed until the fees are paid. ▪ No final inspection will be performed on any permit that has any outstanding fees. ▪ No Temporary or Final Certificate of Occupancy will be issued for a project with any outstanding fees on any permit associated with the project. Exceptions may be authorized by the Chief Building Official or Department Director only. ▪ An issued permit could be revoked for non-payment of fees. ▪ We may refer the unpaid balance to our Legal Department or subsequently to a collection agency for collection. Collection fees in addition to the delinquent payment will be assessed if the fee is sent to a collection agency. ▪ A lien may be placed on the property title.
<p>Note:</p>	<p>Fees are reviewed annually and updated on January 1.</p>