



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

CITY HALL
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RE-INSPECTION FEE POLICY

Purpose

The purpose of this policy is to clarify and establish criteria for charging reinspection fees for projects. City resources (staff time) and other permitted project timelines suffer from misuse of scheduling inspections when the project is not ready for scheduled inspections.

Authority

Cupertino Municipal Code 16.04.040 Section 104 – Duties and Powers of the Building Official

104.1 General (partial). The Building Official is hereby authorized and directed to enforce the provisions of this title. The Building Official shall have the authority to render interpretations of the codes identified in this title and to adopt policies and procedures in order to clarify the application of its provisions.

104.4 Inspections. The Building Official shall make all of the required inspections.

Policy

Building Inspectors are authorized to assess reinspection fees in any of the following cases:

- A printed copy of the job card, approved plan set, and documents are not present at the job site.
- A scheduled inspection is not cancelled and/or rescheduled prior to 3:30 pm on the business day prior to the scheduled inspection.
- The job site is not ready for inspection when the inspector arrives (ladders, safety riggings, animals, or no access, etc.).
- Corrections have not been made from a previous failed inspection.

Process

- Inspectors are expected to act reasonably in the application of re-inspection fees to recover cost of wasted staff time. If the situation is clearly out of the control of the permit holder, then the fees should not be assessed.
- The Building Inspectors have the authority to grant one reinspection fee warning which shall be noted on an inspection result/correction.
- The Building Inspector shall notify Building Division staff to enter in the required reinspection fee on the permit record per the fee schedule.
- The reinspection fee shall be paid prior to scheduling any additional inspections.

Any questions regarding this policy, please contact the Cupertino Building Inspectors at buildinginspectors@cupertino.gov or call 408-777-3228.