



Interim Inspection Provisions to Slow the Spread of CoVid-19

Please help protect our inspectors from COVID-19 by providing a clean environment, maintaining proper social distance, and refraining from receiving inspections when anyone involved in the inspection is / has been ill, or exposed to some who may be ill. This will allow us to continue serving residents and customers during this challenging time.

Please be aware, our inspectors have been instructed not to perform any inspections where they determine that the circumstances will compromise their health and safety.

This protects our entire team.

With the COVID-19 outbreak, and for the safety of all involved, Draper City has created the following guidelines for all scheduled inspections within occupied properties, or within enclosed areas that will be implemented immediately:

The following guidelines apply for ALL required inspections:

- **ALL permits must be filed electronically** . Permits will NOT be taken at the City counter. All permits must be filed online or via email to Kendra Wong at kendra.wong@draper.ut.us.
- **Once the applied permit is paid for and the contact information obtained**. The permitted work can commence and continue to progress until an inspection is required.
- **ALL on-site meetings must be in an "open-air" environment**. Draper City Inspectors are instructed NOT to attend any on-site meetings in construction trailers, or to review drawings within the construction trailers. "Open-air" meetings must be held outdoors with appropriate social distancing between the attendees. Meetings must be less than 10 people. Larger meetings must be held via video conferencing.
- **As usual, scheduled inspections in Advance**. ALL inspections MUST be scheduled at least 24 hours in advance with Kendra Wong.
- **The Contractor's superintendent is required to be on site during ALL City inspections**. With the superintendent on-site for City inspections, the superintendent will be better prepared to follow the CoVid inspection protocols necessary to protect the workers, the inspector, and themselves as we all seek to limit potential exposure. Plans for the work are required to be on site and accessible for the inspector OUTSIDE of the construction trailer.

- **For inspections in enclosed, or occupied areas, the contractor / superintendent MUST verify that all the occupant and workers within the inspection areas are healthy.** If someone in the area is sick, or showing symptoms of being sick, they must vacate the area for the duration of the inspection.
- **Once the contractor / superintendent has verified that all the individuals within the area are healthy, the inspector may enter and perform the inspection.** It is the contractor's responsibility to verify conditions within the enclosed areas requiring inspections BEFORE the inspector arrives on site. IF there are concerns within site, Inspectors must wear proper PPE.
- **IF needed, some inspections can be conducted via video.** The contractor will schedule with Kendra Wong, in advance, for a Video Inspection to be performed by FaceTime, Skype, or similar method, with an inspector. If conducting a video inspection is not possible, the contractor / superintendent may email photos to Kendra Wong of the work requiring inspection ONLY AFTER approved by the Inspector. The photos will then be reviewed by an inspector and discussed via telephone. If needed, an inspector, or a plans examiner inspector within the office can assist with Video inspections if the field inspectors are not available at the scheduled time, or if the scheduled time is moved, or missed. Additional help from this office staff is available to assist with the unforeseen periods, to help the contractor with what photos to take, and at what angle to take them. For all video inspections, the contractor / superintendent must be the on-site for the inspector and the inspection.

Some final considerations

- **Please maintain proper Social Distancing.** For the safety of all involved, we ask that the appropriate social distancing of at least 6 feet separation be maintained between the inspector and all others during the time the inspector is on-site. This requirement applies to any person meeting with the inspector on site.
- **IF you are sick DO NOT ask to meet with our Staff in person.** For the safety of all involved, if you are sick, or have been exposed to someone who is sick, please communicate with our office via telephone, email, or video conferencing.