

# CITY OF ASHLAND



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## Policies / Interpretations / Procedures

### BD-PP-0003

#### INSPECTION OF EXISTING BUILDINGS

**Policy Summary:**

Specifies instances when Community Development will inspect an existing building at the request of an applicant.

**Background:**

Community Development receives requests to inspect existing buildings for various purposes. In some cases the inspection will result in additional permits once the applicant has determined what issues must be addressed in order to occupy the structure. In other cases, insurance companies request that we confirm certain safety features of a building. Realtors and prospective buyers also request inspections.

**Discussion:**

The intent of this office is to provide inspections of existing buildings in cases where there is a change of occupancy or in other circumstances where it is appropriate for city inspectors to be involved. The private sector provides a similar service which is often more appropriate for an applicant.

In order to provide this service in an efficient manner, the applicant is responsible for providing plans for review prior to the inspection. A fee is also charged in conjunction with the issuance of the permit.

**Policy:**

Community Development will provide inspections for existing buildings when requested in the following cases:

- there is an application for a change of occupancy;
- prospective tenant is contemplating the occupancy of a structure which has been vacant for more than one year, or;
- when specifically approved by the Building Official.

In all cases, the applicant must provide two copies of a complete site plan and floor plan (for each floor) along with a completed permit application. The fee will be as provided in Chapter 15 of the Ashland Municipal Code. Additional permits may be required to implement the inspector's findings.