



CITY OF WARRENTON POLICY AND PROCEDURE MANUAL

Residential Inspection Permit Policy during Pandemic	DEPARTMENT: Building	
DATE INITIALLY EFFECTIVE: 08/01/2019	DATE REVISED: 06/25/2020	DATE REVISED:
BOA/CITY ADMINISTRATOR APPROVAL: 05/10/2019		

Purpose: A Residential Inspection Permit is to be obtained prior to occupying a residential dwelling. This will be the practiced policy anytime during a pandemic.

Policy: A Residential Inspection Permit shall be obtained prior to occupying any residential dwelling. Permits are non-transferrable therefore permits shall be reappplied for with any new occupancy. Property owners initiate the inspection by completing the top portion of an Application for Residential Inspection Permit form. Payment is due at the same time the application is submitted. \$50 for the initial inspection and this includes one re-inspection, \$25 for all subsequent inspections until the permit is issued. The owner must contact the city 24 hours in advance to schedule an appointment. The owner will be required to answer specific pandemic questions prior to the appointment being scheduled. The owner will also be informed that 6' social distancing will be in place, our staff will wear masks and gloves, and to have minimal individuals on site during the inspection.

An enforcement official will conduct the inspection while maintaining 6' social distancing, wearing a mask, and gloves. The official will use the Residential Inspection Checklist and make the decision if the inspection passes or fails. No Temporary Permits will be issued during any pandemic. Once the inspection is complete, the enforcement official will notify the owner, if present, of the results prior to leaving the location. A copy of the handwritten checklist is left at the residence. If the owner is not present, the enforcement official will make contact upon return to the office if possible. If there are deficiencies, the enforcement official will note these items on the written checklist. The enforcement official will mail a copy of the checklist to the property owner and create a file with all documentation and images.

Permits are to be picked up by the new occupant (no charges at that time) at City Hall. The individual must be the occupant of the premises and complete the lower half of the Application for Residential Inspection Permit form with the required information on ALL individuals occupying the dwelling regardless of age. Any individual 18 years of age or older will submit a copy of their driver's license or another form of identification. The permit cannot be issued until a form of identification of each individual(s) 18 or older is submitted. If it is rental property, a copy of the rental document reflecting the



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name of the party or parties completing the occupant information on the inspection permit as being legal occupants of the property must accompany the completed application.

If an inspection is initiated by the City due to an observation or complaint there will be no charge for the inspection.