

<b>Distribution</b>	<b>SUBJECT</b>	<b>Date</b>
	INSPECTIONS	09-01-2014

**PURPOSE:** To outline the responsibilities of those individuals involved in preparing a job for inspection and ensuring that the inspection takes place at the job.

**BACKGROUND:** Inspections at the site fall under the following categories:

1. Draw Inspections - (covered under separate policy).
2. Municipal or Local Inspections
3. Architectural Inspections
4. Interim Construction Inspections performed by USDA-RD and Florida Housing Finance Corporation
5. Lender Inspections (covered under draw inspection policy).

- PROCEDURE:**
1. It shall be the responsibility of the Project Manager and Superintendent at the job site to determine when a particular building is ready for inspection. The Project Manager shall receive a list of the inspections to be performed by various individuals from the C.M. at the beginning of the job.
  2. Each job may vary with respect to the individual inspections required by municipal as well as USDA-RD and FHFC authorities. Typically both of these inspection agencies will require an inspection at the footing stage, the slab stage, the framing stage, and the final stage. In most case where utilities and roads are dedicated to a County or City, these representatives will wish to inspect the improvements.
  3. The Project Manager shall determine that a building is ready for inspection. The Project Manager should note the date and time the inspection is requested on the Daily Log.

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4. The Project Manager shall be available to personally conduct the inspection around the job site for the inspection that has been called. In the event that the inspector determines that the job is not acceptable, then the Project Manager will correct the problem immediately and have the job ready for a reinspection on the next day.
5. The Project Manger shall have available the building permits and any other documentation which the inspector shall require on the job for purposes of signature. These permits shall be posted in a safe location easily accessible for sign-off by the inspector.
6. It is the policy of Flynn Development Corporation to insure that the project be built in a quality manner. If any items are discovered by the inspection department or the inspection agency indicating a significant structural or design deficiency, then the Project Manager shall immediately notify the C.M. for appropriate corrective action to be taken. The Project Manager shall not argue or take any type of aggressive action with respect to the inspector, but shall report any arbitrary decision on the part of the inspector to the C.M. at the earliest possible convenience.
7. All inspection records shall be filed in a secure location at the site and shall be forwarded to the main office at completion of the job.