



**PLANNING & BUILDING
PROCEDURE 20-03
INSPECTIONS PHASE 2
COVID-19 PANDEMIC**

Effective date: June 26, 2020

Cancels: Procedure 20-02

See also:

Supersedes: Procedure 20-01

Approved by: 

Planning and Building Supervisor

Approved by: 

Interim – Public Services Director

Summary: The document establishes the City’s procedures for scheduling and completing inspections during Phase 2 of the Governor’s Phased Reopening developed in response to the COVID-19 Pandemic.

Involving: Building and Civil Infrastructure Inspection Staff

Basis: [Proclamation 20-25 “Stay Home Stay Healthy,”](#) [Proclamation 20-25.4 “Safe Start – Stay Healthy,”](#) and [Phase 2 Construction COVID-19 Job Site Requirements](#) issued May 12, 2020 and updated on June 2, 2020 (State Guidance), City Policy 300.250 entitled Epidemic and Pandemic Response and Recovery, City Policy 300.755 entitled Face Covering Policy and the City’s Continuity of Operations Plan (COOP) for the COVID-19 Pandemic Response.

State Guidance: As of June 2, 2020, State Guidance allows all construction, including those activities for which social distancing may not be maintained and the start of new construction projects, is authorized to resume; provided that contractors comply with the Phase 2 Construction COVID-19 Job Site Requirements.

City’s Objectives: The City is not the enforcement agent for COVID-19 safety plans on construction sites. Per the State Guidance, the Department of Labor & Industries Division of Occupational Safety and Health (DOSH) has enforcement responsibility. The City is not required to shut down construction projects for failure to adhere to safety plans or State Guidance. However, to reduce the possibility of disease transmission between City staff and owner/contractors during inspections, the City may refuse to perform or may terminate inspections if an adequate COVID-19 safety plan is not in place or being followed.

Procedure: All inspections during the COVID-19 Pandemic shall comply with the following protocols:

- COVID-19 Safety Plan:
 - Prior to continuing or recommencing work all owners/contractors are required to develop a Comprehensive COVID-19 Safety, Exposure Control, Mitigation, and Recovery Plan (COVID-19 Safety Plan) consistent with the State Guidance. A copy of this plan must be available for inspection at the job site
 - The following condition will be added to all permits authorizing:

Prior to commencing with construction activities the applicant for this permit must ensure that a comprehensive COVID-19 exposure control, mitigation, and recovery plan consistent with Governor Inslee’s Proclamation 20-25, Proclamation 20-25.4 and the Phase 2 Construction Restart COVID-19 Job Site Requirements has been developed for the construction site. The applicant bears all risk and responsibility for the plan and its implementation. The City of Bonney Lake may issue a stop work order, if the site is not in compliance with the State Guidance listed above.

- Scheduling Inspections:
 - Inspections will be called in on the inspection line or scheduled on-line.
 - The Permit Center will work with the inspectors to determine if all of the requested inspections can be completed within the next normal business day. If there are more inspections requested than can be performed in a normal business day, inspections will be prioritized on a first come basis.
 - If an inspection is requested for a project that is not in compliance with the State Guidance or will not occur due to prioritization, the Permit Center will contact the contractor/owner to let them know that the inspection is unable to be completed at this time and they should call back to request the inspection once the project is in compliance with State Guidance and/or authorized to proceed.
 - The Permit Center will schedule the inspections in Eden and email a PDF list of the inspection schedule for that day to the inspectors, the Planning and Building Supervisor, Economic Development Supervisors, and the Public Services Director.
 - Individual hard copy inspection sheets will not be prepared for the inspectors.

- In the field, the inspectors will take the following precautions:

- If during an inspection the inspector observes any violations of COVID-19 job site requirements, including but not limited to workers not wearing gloves and eye protection, the inspector will immediately cease performing the inspection.
- If an inspection is cancelled for these reasons, it will be reported to the Planning and Building Supervisor. The Planning and Building Inspector will submit a report to Labor and Industry regarding the violation. An inspection cannot be rescheduled until the contractor can demonstrate that the site is in full compliance with the State Guidance, its COVID-19 Safety Plan, and the Labor and Industry has confirmed that the site can reopen, if shut down by Labor and Industry.
- During the inspection the inspector shall take steps reduce interaction with public as needed which shall include requiring contractors/homeowners to wait outside of the building or remain in a different portion of the site for exterior inspection during the inspection.
- Inspectors shall wear gloves, eye protection, and a mask at all times when performing inspections. Staff shall keep hand sanitizer in their vehicles to be used after each inspection and shall wash their hands with soap and water at their earliest opportunity and again upon return to the Justice and Municipal Center.
- The Inspector will follow the work exposure procedures that were developed by the Police Department.
- Inspectors are now equipped with iPads or Laptops and will be entering inspection results in electronically. The results of the inspections will be directly emailed to the project contact listed in Eden. Individuals can also go online to see their inspection results. Hard copies of the inspection will not be left at the site, as the City is not printing out these inspections