



## Residential Inspection Procedures

### City - Permit Technician:

1. City issues the permit in the BV Task Management System after permit fees are collected.
2. If city performs the plan review, a copy of the issued permit application should be emailed to [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com) for our BV office to enter the data into the BV Task Management System for tracking of the required inspections.
3. If add-on inspections are needed, the city contacts the BV office with the address and type of inspection needed.

### Bureau Veritas - Inspection scheduling via BV Task Management System:

1. Before inspections can be scheduled, verifies permit has been issued by city
2. Verify/Enter contact name, email and phone number
3. Schedule desired type of inspection requested via email or phone
4. Contact inspector if questions arise regarding inspection requests or results

### Inspectors:

1. Print out daily inspection schedule report from BV Task Management System
2. Return voicemail messages and reply to email messages
3. Complete inspections using Mi-Apps mobile inspection application
4. If not using Mi-Apps, upon completion of inspection fill out, in detail, paper inspection tickets.
5. Deliver plans, if necessary, and if not using Mi-Apps, drop off paper inspection tickets for city records.
6. Release electrical and gas meters to cities.
7. Unless Mi-Apps is utilized, result inspections in BV Task Management System.

### Inspection Procedures:

A contractor should not request an inspection in a new group until inspections in the previous group(s) are approved. BV has grouped inspections according to the inspection system. There may be some inspections that will overlap. BV Task Management System has the ability to add other department approvals to the list of required inspections as requested by the city.

### Reports:

The city has access to reports in the BV Task Management System. The city also has access to the BV Task Management System database to check the status of plan reviews and inspections.