



Date: March 27, 2020
To: HPW Building Code Enforcement Inspections Staff
From: Mark Savasta, Building Official
Subject: BCE Inspections Update Regarding COVID-19 (Effective 03-27-2020)

Due to the ongoing and escalating COVID-19 concerns, HPW Building Code Enforcement has made a temporary policy adjustment to our inspection procedures that includes entering an inhabited residential or commercial structure.

Inspectors should assess each inspection on-site and determine if an unhealthy situation is present, with potential for subjecting yourself, or others to possible virus transmission.

In new construction projects, enter the structure when you feel comfortable to ensure that you can maintain reasonable social distancing.

If it is determined by the inspector to be unsafe, the procedure noted below should be followed:

1. If a contractor or representative is present, ask that person to go inside and document the area for inspection with his/her own device. Be clear what the inspector is looking to see in the construction work. **DO NOT SHARE YOUR PHONE.**
2. Maintain safe distance and check all pictures before leaving the site. Make sure photographs are clear and depict all necessary aspects of the physical inspection.
3. **Before leaving the jobsite**, have the contractor or representative send all pictures to your City e-mail.
4. ALL inspections performed outside of the traditional physical/visual procedure (pics, video, etc.), SHALL have the following note copied into the General Comments.

“Inspection completed under the COVID-19 procedures. The City of Houston has made this allowance to allow projects to move forward using pictures, digital productions and other acceptable documentation of work completed.”

5. If the inspector is not comfortable accepting pictures or video from a contractor, send the pictures or videos to their supervisor, who will determine the decision of the inspections.
6. All documents will be recorded to your project number in our database.
7. If contractor or representative is not present or available, the inspectors should leave the notice with the contact information to reschedule the inspection.

NOTE: This temporary inspection policy may terminate at the discretion of the Building Official.


Mark Savasta, CFM, CBO, MCP
Houston Building Official

memo.