



2-10 HOME BUYERS WARRANTY®
BUILDING DEPARTMENT QUESTIONNAIRE

BUILDING DEPARTMENT AND ALL JURISDICTIONS

ADDRESS

CITY

STATE

ZIP CODE

BUILDING OFFICIAL

PHONE

TITLE

EMAIL

INTERVIEW DATE

ISO RATING/DATE

A. BUILDING DEPARTMENT STAFF

1. What year did the Building Department begin conducting inspections? _____
2. How many employees are in this department? _____
Plan Reviewers: _____ Building Inspectors: _____
Chief Inspectors: _____ Building Officials: _____
3. Does the Building Department have Staff Engineers? Yes No
If yes, what field: Civil Structural Geotechnical Other
4. Are Building Department Inspectors required to be certified? Yes No
5. How many inspectors are ICC certified? _____
6. Does the Building Department use contract inspectors? Yes No

B. BUILDING CODE

1. What codes does your city currently enforce? IRC ____ Mechanical ____ Plumbing ____ Electrical ____
2. Does the Building Department issue a Certification of Occupancy? Yes No
3. Does the Building Department require geotechnical reports? Yes No
Single Lots: Yes No Sub-Division: Yes No Fill Compaction Test: Yes No
4. Is a Soil Report required in order to receive a building permit? Yes No
5. Are these special soil conditions in your Jurisdiction?
 Landslides Earthquake/Fault Organic Peat
 Hillsides With Steeper Than 3:1 Slope Tilted Clay Stone High Water Table
 Expansive Soils Permafrost Compressible Soils
 Consolidating Soils Flood Plain Treated Soils
 Corrosive Soils Selma Chalk Subsidence
6. In what subdivisions or areas do these special soil conditions exist? _____
7. Have adopted building codes been modified to correct the special soil conditions? Yes No
8. Please describe a typical foundation for your jurisdiction. (Please use back for additional information.)
Slab thickness _____ beam/footing width _____ depth _____ frost footing depth _____
Reinforcement: beams/footings _____ slab _____ basement slab _____ walls _____ piers _____

9. Describe a situation where the Building Department would not require steel reinforcement in the foundation system? _____

C. RESIDENTIAL INSPECTIONS

1. How many inspections do inspectors conduct on a daily average? _____

2. Have there ever been structural failures within your jurisdiction? Yes No

Explain: _____

3. Are engineered foundations required by the Building Department? Yes No

4. Does the Building Department require structural plans to conduct building code plan review?

Single Family Resident Multi-Family Resident

5. Are post-tension foundations used in your jurisdiction? Yes No

6. If yes, do inspectors conduct a structural inspection of cables, beams, and reinforcement? Yes No

7. Does the Building Dept. require tendon stressing to be certified by a registered engineer? Yes No

8. Are inspections from registered engineers accepted in lieu of Building Dept inspections? Yes No

9. Does the Building Department require engineers to certify reports or work performed? Yes No

10. Are Building Contractors required to be licensed by City or State? Yes No

11. Does the Building Department inspect piers prior to concrete placement? Yes No

12. What stage of completion is the final inspection done? Explain _____

13. Describe the plumbing pressure test for slab on grade foundations: _____

14. May we schedule an appointment in the future to meet with one of your inspectors in the field to learn more specifically what is actually inspected? Yes No

If yes, whom should we contact? _____

D. WELL WATER & SEPTIC SYSTEMS

1. When well water is used, drilling & pump installation is inspected by: _____

2. Are septic systems allowed in your jurisdiction? _____

If yes, are leach field / septic / percolation tests required before building permit is issued? _____

Which tests are performed? Leach Field _____ Septic _____ Percolation _____

3. Required Tests are performed by: County _____ City _____ State Health Dept _____ Building Inspection _____

Soils Engineer _____ Explain _____

E. MANUFACTURED HOUSING

1. Manufactured housing fabrication and assembly of structural, electrical and mechanical components must comply with: National Codes? _____ Local Codes? _____

2. Are the following inspections required for manufactured houses:

Foundation _____ Rough-in _____ Final _____ Final Grade _____

Comments: _____

Building Official _____ Date _____