

Title: <i>Policy – Address posting</i>	Policy#: <i>Building Section – B.4</i>
Departments/ Divisions <i>Community Development Building Services</i>	Reference: <i>2018 IRC / 2018 IBC</i> Code Section: <i>R109.0 / 110.0</i>
Original Date: <i>1-14-2021</i>	Revision Dates:
Review Committee: <i>Sam Zahorka, Bruce Freckleton, Kevin Pitt, Tyler Perot, Joe Nelson, Brett Caulder</i>	

Purpose *To set forth the standard practices and procedures for the handling of address posting during the construction of permitted construction work and for all scheduled inspections.* The inspection function is one of the most important aspects of building department operations. Inspections are necessary to verify that the construction conforms to the code requirements. The building official and/or designee is authorized to inspect the work for which a permit has been issued. The adopted Building Codes require construction or work to remain visible and able to be accessed for inspection purposes until approved. This includes making sure the site approved address numbers are posted at the location for which a permit is required and inspections are scheduled.

Scope This protocol applies to all permit holders where work requiring a permit is scheduled for an inspection. It shall be the duty of the owner or the owner’s authorized agent to cause the work to remain visible and able to be accessed including the site approved address numbers to be posted for inspection purposes.

Policy Address posting shall be a minimum of 4” in height and visible from the street and is the responsibility of the permit holder. Failure to post the project site approved address numbers will result in cancelation of the inspection, and the assessment of re-inspection fees. Lot and block numbering alone is not acceptable.
To avoid cancelled inspections, and re-inspection fees, please post your project address prior to the first inspection, and then maintain them throughout construction.

- Procedure**
- The permit holder or an authorized agent of the permit holder shall post the address (minimum of 4” in height and legible) for the site requiring inspection prior to notifying the building department that some or all of the work covered by the permit is ready and available for inspection.
 - The scheduled inspector shall verify the address is visible from the street prior to performing the scheduled inspection.
 - If the address is not posted, the inspector shall result the inspection in the (Accela) permitting system as failed with notes stating that the address was not posted. The inspector shall contact the Meridian Community Development permit technician to assess the \$45.00 re-inspection fee.

- The Meridian Community Development permit technician shall assess and add a \$45.00 re-inspection fee in (Accela) our permitting system.
- The permit holder or an authorized agent of the permit holder shall post the address, legible and visible, from the road or the site requiring inspection.
- The permit holder or an authorized agent of the permit holder shall contact the Meridian Community Development permit technician and pay the re-inspection fee(s).
- The permit holder or authorized agent of the permit holder shall re-schedule the needed inspection via the Meridian Citizen's Access Portal (ACA).

Certified Building Official

Sam Zahorka
Signature

1/14/2021
Date

Development Services Manager

Bruce Freckleton
Signature

01/14/2021
Date