



STANDARD OPERATING PROCEDURES

Construction Services Division

Subject: Plan Review and Inspections - Natural Resources
Issues SOP

Last Updated: 09/25/2018

Purpose: To establish procedural guidelines for Construction Services Professional Plan Reviewers and Site Inspectors either during a) plan review, b) after a permit is issued (during inspections), or c) as a result of a complaint that comes through the Tree Hotline, for purposes of determining whether a site requires further evaluation by Natural Resources.

Legal Authority: FBC 110.1-110.3.8; 13-1 to 13-165, C.O.T. Codes

Procedure

Site-related Issues Identified in Building Plan Review

During building plan review if a need for a site inspection is identified by a professional plan reviewer, the reviewer shall initiate a site inspection to be completed by a site inspector before the review can be completed. Potential site-related issues that might be identified during plan review are as follows:

- Existence of a grand tree on site potentially impacted by construction activity.
- Protected trees on site identified for removal during construction activity.
- Potential issues related to safeguarding of protected/ grand tree root systems during construction.

If any of the aforementioned items is identified in plan review, the reviewer shall create an ad hoc task within the Accela workflow in order to generate a site inspection by a Construction Services Site Inspector. The ad hoc task shall be created within the workflow via the following steps:

- Select “New” and then “CSD Ad hoc Task.”
- Enter “BLD-Natural Resources Preliminary Site Inspection” into the Task Description field.
- Select “Building Inspections Supervisor Division” in the Department field.
- Click “Save” in order to generate the ad hoc task.

Once the ad hoc task is created, a Construction Inspections Supervisor will assign a site inspector to the job site in order to complete a BLD-Natural Resources Preliminary Site Inspection with one of the following results:

- Approved – To be used when no tree-related site issues are identified in the field and no further action is required from Natural Resources. The site inspector shall record any field notes into the Inspector’s Comment section of the inspection.
- TRE Required – To be used when any grand and/or protected trees have been identified for removal on the job site.

Note: If this inspection result status is selected, Accela will automatically generate a TRE record, along with the \$50 application fee, and Building Plan Review will be put in “Awaiting NR Preliminary Site Inspection” status until the TRE record is completed by the Owner/contractor.

- TRC Required – To be used when a grand tree has been identified on site that may be affected in any way other than removal.

Note: If this inspection result status is selected, Accela will automatically generate a TRC record, along with the \$50 application fee, and Building Plan Review will be put in “Awaiting NR Preliminary Site Inspection” status until the TRC record is completed by the Owner/contractor.

Site-related Issues Identified After a Permit is Issued

After plan review has been completed and a permit has been issued, if there are any site-related issues identified in the field that were not presented by the Owner/ contractor as part of the plan review process, the site inspector shall result a BLD-Pre-Construction Inspection with one of the following results:

- Approved – To be utilized when no potential Natural Resources issues have been identified and the site is approved for commencement of construction activity.
- Disapproved-Revision Required – To be utilized when there are grand and/or protected trees identified for removal on the job site that were not previously reviewed/approved during Building Plan Review.

Note: If this result status is selected, the site inspector shall enter a comment stating “Revised site plan required” in the Inspector’s Comment section of the inspection. The Owner/ contractor shall be responsible for submitting a revised site plan for review by Construction Services Plan Review staff.

- Disapproved-TRC Required – To be utilized when the site inspector has identified a grand tree on site that may be affected in any way other than removal.

Note: If this result status is selected, Accela will automatically generate a TRC record, along with the \$50 application fee, and no further inspections can be scheduled until the TRC record is completed by the Owner/ contractor and a follow-up BLD-Pre-Construction Inspection receives a result status of “Approved.”

Tree Hotline Issues

Any complaints related to trees that come in to the Tree Hotline shall be handled initially by a Construction Services Site Inspector. The site inspector assigned the complaint shall enter a Complaint case in Accela and, during a visit to the site, complete the processing of the complaint by resulting a CMP-Initial Complaint Inspection with one of the following results:

- No Violation Observed – To be utilized when there are no violations observed and no further action is warranted by Natural Resources.
- Failed – To be utilized when a violation is observed. The site inspector shall collect all information related to the violation, attach photographs to the CMP record, and add comments in the Remedy Comment of the CMP record.
- Nat Res Review Required – To be utilized when a violation has been observed and/or additional Natural Resources expertise is needed in order to fully address the violation.