



Marion County
Board of County Commissioners

Building ♦ Permitting

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MISSED INSPECTION POLICY

Procedure When a Required Inspection Was Not Performed by the Building Department

In the event a component requiring inspection has been covered during construction, a licensed testing agency, architect, or engineer may be used to verify code compliance when **all** of the following conditions are met:

1. The inspector or inspection supervisor determine that, because the work has been covered, the inspection cannot be done as a regular inspection
2. The inspection supervisor authorizes the builder to use a licensed testing agency, architect, or engineer to perform the required inspection
3. The licensed testing agency, architect, or engineer submits to the Building Department a “signed and sealed” letter on their letterhead which includes **all** of the following information:
 - Permit number
 - Address of the job
 - Date of inspection
 - Specific items inspected
 - Method used to determine compliance
 - Statement which provides verification of compliance
 - Name and license number of the person signing and sealing the letter

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“Meeting Needs by Exceeding Expectations”