

## **City of Asheboro**

### **Inspections Department Informal Review Process**

In accordance with NCGS 160A-412(f), the City of Asheboro has implemented the following process to review decisions made by the city building inspector when requested:

1. Any disagreement with a decision made by the building inspector may be brought forth to the Community Development Director for review.
2. In the event an applicant/permit holder requests a review of the inspector's decision, the permit holder or applicant shall complete an Inspections Review Form and submit (by mail, email, fax, or in person) it to the Community Development Director.
3. The Community Development Director or his designee shall make contact with the permit holder or applicant as soon as practicable. The department's expectation is to make contact within three (3) business days of receiving the request. The permit holder or applicant may present any relevant information at that time and the Community Development Director may request any other information or documentation from the permit holder or applicant that is necessary to make a decision.
4. The Community Development Director may review the inspector's decision with the inspector as well.
5. The Community Development Director shall notify the permit holder or applicant of his decision through either email or letter as soon as it is determined. If a decision takes longer than five (5) business days after receipt of all requested information, the Community Development Director will notify the permit holder or applicant of that status and the reason for the delay.

# City of Asheboro Inspections Department

## Inspection Review Form

Name and contact information of person making request:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Permit Information:

Permit Number: \_\_\_\_\_ Name of Permit Holder: \_\_\_\_\_

Address of Work: \_\_\_\_\_

Decision made during: \_\_\_\_\_ Plan Review \_\_\_\_\_ Field Inspection

Staff Member involved: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

Please explain decision and justification for disagreement: \_\_\_\_\_

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Submit Plan Review or Field Inspection Requests to [tnuttall@ci.asheboro.nc.us](mailto:tnuttall@ci.asheboro.nc.us), submit in person at 146 N. Church Street or fax to the number below.

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This section to be completed by staff only:

Results:

Action Taken: \_\_\_\_\_

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Staff Member Assigned: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Staff Receiving Complaint: \_\_\_\_\_ Date Received: \_\_\_\_\_