



"Helping build safer communities"©

# Building Department Operations

1 Day 6 hours (0.6 CEU's)

Registration 7:30

Class starts 8:00

**Classes are limited in size...**  
SC #

**Cost 150.00**

**Course Objective:** Building Officials and Permit Administrators need to know the difference between ordinances , policies and procedures. And how having the proper documentation will keep everyone from council to lawyers to the new media happy. This is a must for a new Building Official and a great refresher for an existing one.

**Method of Evaluation:** Through a series of pre and post progress tests and reviews the instructor will help the student better understand how to interpret the code correctly and avoid common mistakes in the field. A workbook, films, and pictures let the student see how related tables and sections interact, and how to incorporate them into inspections and plan reviews.

## Day 1

- Adopting the Building and Related Codes
- Fee Structures
- Paperwork – Everything from applications to CO's
- Policies and Procedures
- Chapter 17 Inspections and Engineering Reports
- Alternative Methods and Materials

## Bring the following items to class

<b>Books Needed</b>	<b><u>Materials Needed</u></b>
•NONE	Highlighters –2 colors •Calculator • <i>England Enterprises will supply a workbook</i>

If you need further assistance [www. ibcode.net](http://www.ibcode.net) or call **(843) 747-3575**

Revised 12/11