

SPECIFICATION PACKET
FOR
ELECTRICAL INSPECTOR



2024

**JESSAMINE COUNTY FISCAL COURT
NOTICE OF BID**

NOTICE OF BID

The Jessamine County Fiscal Court will accept proposals for Electrical Inspector services in Jessamine County. Specifications are available at the office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY 40356 or at www.jessamineco.com. Proposals will be accepted at the office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY until 11:00 am on Monday, June 24, 2024. Jessamine County Fiscal Court reserves the right to reject any or all bids.

Jessamine County Fiscal Court

AGREEMENT FOR
ELECTRICAL INSPECTION SERVICES

This Agreement, made and entered into on this the ____ day of _____, 202__, by and between _____, whose mailing address is _____, hereinafter referred to as "Contractor"; and the JESSAMINE COUNTY FISCAL COURT, with an office located at the Jessamine County Court House, 101 North Main Street, Nicholasville, Kentucky, 40356, hereinafter referred to as "Fiscal Court";

WHEREAS, the Fiscal Court is interested in contracting with Contractor for the purpose of electrical inspections for construction of residential and commercial properties;

WHEREAS, the Fiscal Court has scrutinized the application and is desirous of contracting with said Contractor;

NOW THEREFORE, in consideration of the above premises and based upon resolution by the Fiscal Court to engage said Contractor, it is hereby agreed as follows:

1. That _____, is awarded the position of electrical inspector for Jessamine County and the City of Wilmore.
2. The Contractor shall have the right to hire, as an employee of his own, additional electrical inspectors as the need for same may arise, but such hiring shall be subject to Fiscal Court approval. Contractor must provide contact information for all such employees.
3. The Contractor agrees to comply with all County- and State-mandated regulations that apply to electrical inspections.
4. The term of the agreement is two years. It is subject to immediate termination by written notice by either party. The following addresses shall be used for purposes of notification:
5. The fees charged by the Contractor shall be those set out in the Jessamine County Code of Ordinances, and the Contractor shall be responsible for collecting said fees.
6. The Contractor shall be responsible for ensuring that the applicants for permitting have obtained an Electrical Permit/ Zoning Permit/Building Permit from the Office of the Jessamine County-City of Wilmore Joint Planning Commission prior to making inspection.
7. The Contractor shall return approved electrical permits to the Office of Jessamine County-City of Wilmore Planning and Zoning.

Witness the hands of the parties on this the _____ day of _____, 202__.

[CONTRACTOR]

JESSAMINE COUNTY FISCAL COURT

By: _____

Hon. David K. West, County Judge-Executive

Attest:

Clerk

§ 150.02 ELECTRICAL INSPECTION FEES.

Electrical inspection fees in the unincorporated areas of county shall be as follows.

(A) Rough in, TOP and final: \$70.

(1) Fees shall apply to single-family dwellings, mobile homes, renovations, service change outs, barns, out buildings, garages, room additions, swimming pools, and temporary construction service.

(2) Per requested trip, including turn downs, inspection fees are due when the inspection is made (each trip).

(B) Duplex, multi-family dwellings.

(1) First unit rough-in: \$70 per trip.

(2) Second unit and thereafter: \$50 per unit, per trip.

(3) Per requested trip, including turn downs.

(C) Electrical work not exceeding \$30,000: \$400 flat rate.

(D) All other electrical work.

(1) \$30,001 to \$250,000: 1.25% of total contract.

(2) \$250,001 and higher: 1% of total contract.

(3) The electrical contractor shall provide copies of all contracts pertaining to electrical costs, and shall provide total costs of electrical materials and labor provided by others to obtain the total inspection fee. The inspection fee shall be calculated based on the total cost of the electrical system, including all emergency power equipment, fire alarm systems, and all data, communication, and alarm systems.

(4) Electrical permits will not be issued until the electrical contractor complies with this requirement.

(a) A separate fee will be calculated for each contract.

(b) All fees for dwellings and other inspections listed above shall be per 200 amps of service.

(c) On commercial and industrial inspections, one third of the inspection fee shall be due when the permit is issued, one third of the inspection fee shall be due before the power is turned on, the balance is due 30 days prior to final inspection.

(d) Certificates of compliance will not be issued until fees are paid in full.

(Ord. passed 4-2-2019)

Standard Operating Procedure (SOP) for Building Inspection Process

1. Purpose The purpose of this Standard Operating Procedure (SOP) is to outline the systematic process for conducting building inspections. This SOP ensures that inspections are carried out consistently and efficiently, promoting the safety and compliance of buildings with applicable regulations and standards.
2. Scope This SOP applies to all building inspection personnel involved in the inspection process. It covers the steps from initial request through to the completion of inspection reports and follow-up actions.
3. Responsibilities
 - 3.1 Building Inspection Team
 - Perform building inspections according to established guidelines and regulations.
 - Document findings accurately and thoroughly.
 - Communicate inspection results to relevant parties.
 - Ensure compliance with safety procedures during inspections.
 - Maintain active email address and phone number for inspection purposes.
 - 3.2 Building Owner/Occupant
 - Provide access to the building for inspection purposes.
 - Cooperate with the building inspection team during the inspection process.
 - Address any non-compliance issues identified during the inspection.
 - 3.3 Planning and Zoning Office
 - Issue Electrical Permits.
 - Provide list of electrical permits to contractor.
4. Procedures
 - 4.1 Request for Inspection
 - Contractor will receive inspection requests from building owners/occupants or relevant authorities.
 - Verify the completeness of the request, including necessary documentation and fees.

4.2 Inspection Scheduling

- Assign inspection requests to qualified inspectors based on workload, availability, and expertise.
- Schedule inspections within a reasonable timeframe, considering the urgency of the request and applicable regulations.

4.3 Pre-Inspection Preparation

- Review relevant documentation, including building plans, permits, and previous inspection reports.
- Conduct necessary research on specific building codes and regulations applicable to the inspection.
- Assemble required inspection tools and equipment.

4.4 On-Site Inspection

- Arrive at the building site at the scheduled time.
- Introduce yourself to the building owner/occupant and explain the purpose and process of the inspection.
- Conduct a thorough visual examination of the building, focusing on areas specified in the inspection request and relevant regulations.
- Document all findings, including observations of compliance or non-compliance with applicable codes and standards.
- Use appropriate measuring instruments, test equipment, or tools to assess structural integrity, safety systems, electrical, plumbing, HVAC, fire safety, and other relevant aspects of the building.
- Communicate with the building owner/occupant during the inspection, addressing any concerns or questions they may have.

4.5 Post-Inspection Activities

- Compile inspection findings into a comprehensive report, including photographs, measurements, and detailed descriptions of any identified issues.
- Clearly state compliance or non-compliance with relevant codes and regulations.
- Prioritize and classify the identified issues based on their severity and potential risk.
- Submit the inspection report to the appropriate authorities and/or building owner/occupant within the designated timeframe.

- Provide guidance and recommendations for necessary corrective actions to address any non-compliance issues.

4.6 Follow-Up Actions

- Review and evaluate the responses received from the building owner/occupant regarding the identified issues.
- Conduct re-inspections if necessary to verify the completion of corrective actions.
- Update the inspection report to reflect the status of any resolved issues.
- Close the inspection request and file the necessary documentation for record-keeping purposes.

5. Documentation and Records

- Maintain accurate and organized records of all inspection requests, schedules, reports, and related correspondence.
- Ensure that inspection reports and supporting documents are properly archived for future reference.

6. Training and Continuous Improvement

- Provide adequate training and professional development opportunities for building inspection personnel to enhance their skills and knowledge.
- Regularly review and update inspection procedures and guidelines based on changes in regulations or industry best practices.

7. Compliance and Safety

- Adhere to all applicable safety protocols and regulations during inspections to ensure the well-being of inspection personnel and building occupants.

This Standard Operating Procedure (SOP) for building inspection process should be followed by all personnel involved to ensure consistent and effective inspections. Regular updates and improvements to this SOP will help maintain the highest standards of safety, compliance, and customer satisfaction.

_____ Must provide proof of general liability insurance in the minimum amount of \$1,000,000.00 with Jessamine County Fiscal Court named as additional insurer

_____ Must have worker's compensation insurance coverage for all employees that perform work under the contract prior to execution of contract

_____ Must have a Jessamine County Occupational License and be in compliance

_____ Must adhere to all local, state and federal regulations

Company Name _____

Company Phone Number _____

Company Address _____

Email Address _____

Please submit your resume, work history and copies of certification.