

Sanford/Lee County Inspections Department

Informal Internal Review of Inspection Decisions

GS 153A-352 or 160A-412:

Any disagreement with a decision made by a Building Inspector may be brought before the Inspections Administrator (Supervisor) for review.

Per Session Law 2017-130, Section 4(a) or (b), ratified on July 20, 2017, GS 153A-352(f) or 160A-412(f) now requires a process for which an applicator or permit holder can request an internal review of a decision made by an inspector.

Process for requesting an Informal Internal Review of Inspection Decisions:

1. Applicant must complete and submit an Informal Internal Review of Inspection Decisions Form to the Inspections Administrator by; Standard Mail, Email or In Office Submittal (Incomplete forms will not be excepted.)
2. Applicants Form Shall include the Following Information.
 - a. Applicant Name
 - b. Address of Applicant
 - c. Mobile Phone Number
 - d. Email Address
 - e. Permit Number
 - f. Permit Holder Name (If Different)
 - g. Permit Address
 - h. Date of Inspection or Decision
 - i. Type of Inspection or Decision (i.e.: Framing)
 - j. Name of Building Inspector Who Made the Inspection or Decision
 - k. Inspection Results
3. Upon receipt of applicants completed Informal Internal Review of Inspection Decisions Form, Inspections Administrator will review the documents and inspections results of this decision as documented in the Permit file.
4. Inspections Administrator will meet with Building Inspector to give he/she the opportunity to discuss the decision and provide any supporting information, references or evidence that was used to support their decision.
5. Inspections Administrator will assess and determine the disposition of the decision and choose to visit the project site to gather further information if needed.
6. Upon completion of the determination the Inspections Administrator will inform all parties with a summary of the findings and included this information to the Permit file.
7. The Inspections Administrator will document this process in a format that will facilitate conveyance to the necessary designated recipient per the General Statute.

If you have any questions in reference to the process please contact the Sanford/Lee County Inspections Office at 919-718-4654 ext. 0.

Note: Informal Internal Review of Inspection Decisions Forms are located on the City of Sanford website at www.sanfordnc.net or may be picked up in the Inspections Office located at 115 Chatham St. Suite 1 Sanford, N.C. 27330.

Informal Internal Review of Inspections Decisions	
Applicant Name:	
Applicant Address:	
Phone Number:	
Email:	
Permit Number:	
Permit Holder Name: (if different)	
Permit Address:	
Date of Inspection or Decision:	
Type of Inspection or Decision:	
Name of Building Safety Official who made the inspection or decision:	
Account of this Building safety Official's decision: (attach supporting documents)	
Inspection Result:	
Supervisor Name	
Supervisor Phone:	
Date of Review:	
Supervisor Review and result of inspection or decision:	
Additional Summary of findings:	
Date sent to Applicant:	