

Procedure of Informal Internal Review
of Inspectors Decision
General Statute 153A-352

- A. The applicant may request a review after the reporting inspector or plan reviewer has made a decision and supported that position with an applicable North Carolina State Code reference.
- B. If after the reporting Multi Trade Building Inspector has provided an applicable North Carolina State Building or Trade Code and the applicant disagrees with the decision, they may appeal that decision to the Chatham County Code Enforcement Director.
- C. The applicant may obtain the application of Internal Review of Inspector's Decision from the Chatham County Website or by calling 919-542-8230.
- D. The applicant may submit the application to the Chatham County Code Enforcement Director by:
 - 1. Mail to: Code Enforcement Director
P. O. Box 548
Pittsboro, NC 27312
 - 2. Email to: david.camp@chathamcountync.gov
 - 3. Hand deliver the application to the building inspection office located at 80 East HWY 64, Pittsboro, North Carolina.
- E. The Code Enforcement Director shall make a response to the applicant after reviewing the application and any supporting documentation submitted by the applicant. After the Supervisor questions the reporting inspector and visits the site of the project as necessary, a reply shall be made to the applicant.
- F. The applicant may request a meeting with the Code Enforcement Director if further review is desired.
- G. The applicant may appeal the decision by the Code Enforcement Director to the North Carolina State Building Code Council as referenced in General Statute 160d.

Chatham County Building Inspections Department

Application for Informal Review of Inspectors & Decisions

A. To Be Completed by Applicant & Submitted to the Code Enforcement Director

Applicant (Printed Name):			
Address of Applicant:			
Mobile Phone Number:			
Email Address:			
Permit No:			
Permit Holder Name (if different):			
Permit Address:			
Date of Inspection or decision:			
Type of Inspection or decision (ie: Framing):			
Name of Building Safety Official who made the inspection or decision:			
Account of the Building Safety Official's decision: (attach supporting documents)			
Inspection Result:			
Applicant Signature:		Date:	

B. To be Completed by the Code Enforcement Director & Submitted to the Applicant

Supervisor Name, Phone, and Date of Review:			
Supervisor Review and Result of Inspection or Decision:			
Additional Summary of Findings:			
Date Sent to Applicant:			
Director Signature:		Date:	