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**Wichita-Sedgwick County
Metropolitan Area Building and Construction Department**

**MABCD DIRECTIVE #14-B5
(BUILDING DIRECTIVE)**

ISSUE: Roof Self-Inspection Program (Revised Policy)

EFFECTIVE DATE: August 4, 2014

Definition of “self-inspections” – when a roofing contractor opts to become part of the self-inspection program, it means the following:

- Self-inspection pertains only to one- and two-family residential homes.
- The company shall obtain and pay for a permit from MABCD.
- The company performs their own work and provides their own “inspection” of said work based upon the building code standards of Sedgwick County (MABCD).
- Every self-inspection is reported to MABCD after it is completed.
- Self-inspections will be randomly audited by MABCD.
- All self-inspection contractors will receive an automatic 10% discount regarding all roof permits obtained.

To become a self-inspection contractor, roof companies shall meet the following qualifications:

- Have local presence as a company in Sedgwick County for the past 5 years.
- Possess a current State of Kansas roofing registration.
- Have no outstanding unpaid permit fees with MABCD.
- Shall be willing to work with MABCD and/or customers to resolve valid complaints regarding roof quality.
- The qualified person of the company shall not have a criminal record.
- Shall have proper insurance while performing self-inspections.
- Shall properly close out permits within 180 days of receipt, or request an extension based on a valid reason.
- Any company who meets the above qualifications should notify the Chief Building Inspector in writing or email they wish to be part of the program.

Reasons that self-inspection status can be revoked:

- Contractor is performing work without obtaining and paying for a proper permit.
- Contractor violates any of the above noted qualifications.

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Director – MABCD
5/13/14