



CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 7.3
TO: All Department/Division Heads
FROM: Dana McDaniel, City Manager 
SUBJECT: Inspection of Occupied Residential Dwellings by City Inspection Personnel
DATE: June 24, 2022
<i>Supersedes and replaces Administrative Order 7.3 dated March 6, 1995, regarding same subject.</i>
PROPONENT: Director of Building Standards

1. PURPOSE

The purpose of this Administrative Order is to establish and communicate the City Manager's policy regarding the inspection of occupied, residential dwellings by City inspection personnel. The specific focus of this policy shall be to establish the reasonable parameters governing the performance of these inspections. The underlying concern of the City in establishing such parameters is to safeguard the resident and to limit the liability exposure to the City and its employees associated with conducting such home/residential inspections.

2. POLICY

A. It is the Policy of the City Manager that when City inspection personnel (e.g., Maintenance Workers, Engineering Project Inspectors, Building Inspectors, etc.) conduct inspections of occupied residential dwellings, they must do so only in the presence of the homeowner or an adult resident, or another adult duly authorized by the homeowner or resident to be present on their behalf. Under no circumstances shall City inspection personnel enter or remain in a resident's home without the homeowner's/adult resident's or adult representative's presence.

B. When scheduling an inspection with a resident/homeowner, City personnel shall clearly advise the resident/homeowner that City policy does not permit City personnel to conduct such inspections without the homeowner's/adult resident's or the adult representative's presence in the home.

C. When conducting an inspection of a resident's/homeowner's dwelling and the adult resident/homeowner expresses a need or desire to leave the premises for any reason, City inspection personnel shall immediately advise the homeowner/resident that City Policy does not permit them to remain in the home without the presence of the

adult resident/homeowner or adult representative and that they will return at another mutually scheduled time to complete the inspection. Under no circumstances shall City personnel remain in the home while only juveniles are present.

D. When conducting an inspection of a homeowner's/resident's dwelling and it becomes necessary for personal belongings/ property to be moved, City inspection personnel shall advise the resident/homeowner that City Policy precludes them from moving such personal belongings/property.

E. Compliance with the above parameters will accomplish the City's objective to conduct the needed inspections and at the same time adequately safeguard the resident/homeowner as well as limiting the liability exposure to the City of Dublin and any employees of the City of Dublin.