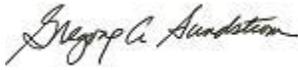




CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 16-04	DATE: 3/9/17
REVISIONS:	
ISSUED BY: City Manager Greg Sundstrom	SIGNED: 

SUBJECT: MECHANICAL SAFETY INSPECTION PROGRAM

PURPOSE: To establish requirements for participation in the Mechanical Safety Inspection Program required by Chapter 140 as amended of the Code of the City of Grand Rapids by State Licensed Mechanical Contractors.

POLICY:

I. Authority

This program has been established in accordance with Chapter 134 of the Code of the City of Grand Rapids and is a requirement of section 603.1.1 of Chapter 140 as amended of the Code of the City of Grand Rapids.

II. Program Description

The Mechanical Safety Inspection Program protects the health and welfare of Grand Rapids residents by ensuring fuel burning equipment is maintained and serviced on a regular basis. The program applies only to rental dwellings within the City of Grand Rapids. Qualified Mechanical Contractors in the program are privately hired by property owners as third party inspectors to inspect, service, and certify fuel burning equipment. Qualified Mechanical Contractors record details of the inspection with the City in accordance with Chapter 134, certifying that the equipment is functioning in a safe manner.

III. Safety Inspections

The City's Property Maintenance Code requires Safety Inspections to be conducted on fuel burning equipment at least every four years. New equipment that has been installed with an approved permit does not require a Safety Inspection until it has been in use for four years. Qualified Contractors have a duty to accurately report the findings of their inspections to the City. Violations of the Mechanical Code are cause to fail equipment on a Mechanical Safety Inspection.

IV. Qualifications

The Mechanical Safety Inspection Program is run through the Development Center's Building Inspections Division. Qualified Mechanical Contractors must:

- Sign up in person
- Verify they possess a valid State Contractor's license with the required service designations,
- Register their State Contractor license with the City of Grand Rapids,
- Not be in default to the City, and
- Have no verified failures to obtain required permits within one year of their request to qualify for the program.

No contractor shall perform Mechanical Safety Inspections unless they have been qualified to do so.

V. Records

Safety Inspections submitted by Qualified Contractors shall verify to property owners, occupants, and the City of Grand Rapids, that the equipment was installed properly and in accordance with all applicable codes at the time of inspection.

Safety Inspections maintained pursuant to the Mechanical Safety Inspection Program are subject to disclosure under the Freedom of Information Act.

VI. Penalties

Failure to comply with requirements of the Mechanical Safety Inspection program shall constitute a violation of Chapter 134 of the City of Grand Rapids Code and be punishable by a civil infraction ticket and/or suspension from the program.

- Suspensions shall be imposed on the business and/or individual for a minimum of ninety days up to a maximum of one year.
- First offenses may result in a suspension of ninety days. Second offenses may result in a suspension of six months. Third offenses may result in a suspension of one year.
- Contractors may be suspended immediately upon the City confirming a violation of the Code, including but not limited to: failure to submit records in a timely manner, submission of incorrect or inaccurate safety inspection records, entering information inconsistent with City records, falsifying safety inspection information, performing illegal work, and/or attempting to bypass the separate permitting process for new equipment.
- The Contractor shall be notified in writing of the reason or reasons for suspension and the process to appeal the suspension.
- If appealed, the suspension shall remain in effect pending the outcome of the appeal hearing.

VII. Appeals

A Mechanical Contractor may request an appeal of their suspension as follows.

- Appeals must be submitted in writing to the City's Development Center within ten days of the notification of suspension.

- The appellant will be notified in writing of the time, date, and place of the hearing within ten days of receipt of their appeal. The appellant may submit evidence, be represented by counsel, cross-examine witnesses, and make arguments concerning the reason(s) for suspension.
- In any hearing, the rules of evidence shall be followed as far as practical, but a hearing officer or body may admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent people in the conduct of their affairs. Irrelevant, immaterial, or unduly repetitious evidence may be excluded. Notice may be taken of facts within the general knowledge of the community. The final administrative decision shall be provided in writing.