**INSPECTION FLOW CHART: ROUTING OF TRACKING OF INSPECTION REQUEST AND REPORT**

**LEGEND:**

Flow of document

Referral

Instruct requestor to submit Business License, DPW CO, FHC, Bldg Location and Floor Map.

**All major incidents shall be reported directly to Director and CEO’s Office.**

Within 5 days

Director/Unit Supervisor review and analyze report and enter into BEH database.

Admin. Specialist inputs inspection date; collates all documents.

Within a day

Within 10 days

Within a day

Customer brings Sanitary Application and BEH issues Sanitary Permit.

Inspector researches document. If file is missing, note for inclusion upon inspection submission

**INSPECTION**

**FAIL PASS**

Admin. Section inputs permit application, FHC and other documents

Report missing files to Admin Section and immediate supervisor and provide listing of missing documents.

Unit Supervisor PSS, I&E, OSP, and Admin

Unit Supervisor assign inspector request to field inspectors. Provide a copy of schedule to Admin Section.