

POLICY OVERVIEW

Municipal occupancy inspections for commercial lodging (hotels, motels, inns) and multi-family residential properties are assessed using a standard base administrative fee plus a variable per-unit rate. This structure covers main facilities, common areas, and individual guest units and is administered by Be Safe Inspections, LLC (BSI) on behalf of the client municipality.

Standard Fee Calculation Formula

Base Administrative Fee

\$280.00 Flat Rate

+

Per-Unit Inspection Rate

\$5.00 / Guest Room

=

Total Inspection Fee

Base + Units + Adjustments

Property Size Fee Tiers

TIER	PROPERTY SCALE	BASE FEE	PER-UNIT RATE	ESTIMATED TOTAL RANGE
1	Small (1 – 25 Units)	\$280.00	\$5.00 / unit	\$285.00 – \$405.00
2	Medium (26 – 75 Units)	\$280.00	\$5.00 / unit	\$410.00 – \$655.00
3	Large (76 – 150 Units)	\$280.00	\$5.00 / unit	\$660.00 – \$1,030.00
4	Major (151+ Units)	\$280.00	\$4.00 / unit (Volume Discount)	\$884.00+

Adjustments & Special Service Surcharges

Multi-Story Surcharge

+\$25.00 / Floor

Applies to structures exceeding 3 stories (e.g., 4th story +\$25, 5th story +\$50) to offset multi-level stair, elevator, and fire-exit egress inspections.

Return / Re-Inspection

\$125.00 / Visit

No complimentary return visit is included. Any follow-up inspection — including uncorrected deficiencies, partial access, or a requested recheck — is billed at this rate per visit.

Expedited / Rush Processing

+\$150.00

Applied to inspection requests required within 48 business hours of a property closing or sale deadline.

No-Show / Cancellation Fee

\$75.00

Assessed if property management fails to provide access or cancels less than 24 hours prior to the scheduled inspection.

Sample Fee Calculations

Property A · Quality Inn		Property B · Marriott	
60 Units · 3 Stories		94 Units · 5 Stories	
Base Fee	\$280.00	Base Fee	\$280.00
Room Rate (60 units × \$5.00)	\$300.00	Room Rate (94 units × \$5.00)	\$420.00
Story Surcharge (3 stories — no extra floors)	\$0.00	Story Surcharge (2 extra stories × \$25)	\$50.00
Total Inspection Fee	\$580.00	Total Inspection Fee	\$750.00

Important Terms & Conditions

- Scope of Inspection**

The quoted fee covers one scheduled initial inspection only: administrative intake, structural exterior review, lobby and office areas, utility and mechanical rooms, common hallways, emergency exit routes, and guest-unit review on that visit.

- Unit Access**

Management must provide master-key access to all guest rooms on the day of inspection. Units that cannot be accessed may be treated as a failed access event and may require a billed return visit.

- Payment Terms**

Fees must be paid in full prior to scheduling or issuance of the Municipal Occupancy Certificate / No Lien Letter.

- Return Inspections**

Commercial lodging and multi-unit residential properties are not eligible for a complimentary re-inspection. Any return visit is billed at \$125.00 per visit, including returns for uncorrected deficiencies, locked or inaccessible units, owner-requested rechecks, and verification after repairs.

- Records & Reporting**

BSI delivers a written inspection report, supporting photographs, and digital file documentation to the client municipality, typically within five (5) business days of the site visit. Inspection records created under a municipal contract remain the property of the client municipality.

- Program Administration**

When BSI administers this schedule on behalf of a municipality, the municipality retains legislative and enforcement authority. BSI serves as the field inspector and administrative agent.

BE SAFE INSPECTIONS, LLC

James Shaw, President / Inspector · jshaw@besafeinspections.com · This schedule may be adopted by a client municipality as the published occupancy inspection fee for commercial lodging and multi-unit residential properties.