

INSPECTIONS PROCEDURE

1. PLEASE CALL **499-6309** FOR YOUR INSPECTIONS.
2. REQUESTS RECEIVED **BEFORE 8:00 AM** WILL BE DONE SAME DAY if at all possible. In the event we have a large number of inspection requests your inspection may be pushed until the next day. **DO NOT** move forward and assume we have been there. We will leave paperwork on site, and if you do not see any paperwork contact the office to check status of your inspection.
3. YOU MAY REQUEST EARLY AM, LATE AM, EARLY PM OR LATE PM INSPECTIONS ONLY. NO SPECIFIC TIMES.
4. CONCRETE FOUNDATIONS, WALL , AND UNDERSLAB PLUMBING INSPECTIONS RECEIVE PRIORITY OVER OTHER INSPECTIONS, SO YOUR REQUEST WILL ALWAYS BE FIRST TO BE INSPECTED UNLESS OTHERWISE REQUESTED, SO BE PREPARED AND PLAN ACCORINGLY.
5. **YOU MUST HAVE YOUR PERMIT # WHEN CALLING IN FOR YOUR INSPECTION. REQUESTS LEFT WITHOUT PERMIT # WILL NOT BE ACTED ON.**
6. HOURS OF INSPECTION: WE TRY TO BE ON THE ROAD BY 8:30 AM AND BACK IN THE OFFICE 3:00PM SO THAT ALL OF THAT DAYS PAPERWORK CAN BE COMPLETED. KEEP THIS IN MIND WHEN ORDERING CONCRETE!
7. **Please remember to make work accessible. There doesn't necessarily need to be anybody present at the time of inspection, but if nobody is going to be present please leave that info on the message line with any key codes etc. In any case this info is not expressed we will not enter an inhabited for any reason. This is an issue for remodel type construction where personal property may be on the job site.**
8. PLEASE UNDERSTAND THAT OUR INSPECTORS HAVE SEVERAL STOPS EACH DAY AND THEY TRY TO ROUTE THEIR STOPS IN ORDER TO SAVE TIME AND MILEAGE. YOUR COOPERATION AND UNDERSTANDING IS GREATLY APPRECIATED.
9. IF YOU NEED TO SPEAK TO AN INSPECTOR REGARDING CODE QUESTIONS OR TO DISCUSS A SPECIFIC INSPECTION PLEASE CALL **499-6305** DURING THE FOLLOWING HOURS. 8:00-8:30 am or 3:30-4:00 PM.