

BUILDING INSPECTION REQUEST PHONE LINE

258-4624

A Building Inspection Request phone line has been instituted to provide better service for inspection requests. Individuals are requested to call **258-4624** and leave a request on the voice mail. Requests may not be made in person or by calling any other number.

You will be asked to provide (in this order):

1. the day of inspection and preference of AM or PM inspection.
2. the project address
3. the permit number
4. a description of the type of inspection (please refer to the Job Card)
5. a contact name and phone number

If you do not have **all** of the information, you will be asked to please hang up and call back. We may not be able to schedule an inspection unless **all** of the information is provided.

We will attempt to accommodate your request for an AM or PM inspection but work load may dictate otherwise. If we can not accommodate your request for an AM or PM inspection, we will call you back.

Inspection requests are taken off the machine in late afternoon so calls received after 4:00PM may not be accommodated for the next day.