





# INSPECTIONS

## (General Information and Procedures for Scheduling)

Building ♦ Fire ♦ Plumbing ♦ Gas ♦ Electrical ♦ Site

**INSPECTION CONTACTS:**

BUILDING (Same day/Call in 7-9 a.m.)	301-600-3818 or 3819
PLUMBING/GAS (Same day/Call in 7-9 a.m.)	301-600-3820 or 3821
ELECTRICAL (Same day/Call in 7-9 a.m.)	301-600-3822 or 3823
FIRE (Same day/Call in 7-9 a.m.)	301-600-3827 or 3839
SITE (Schedule 10 business days in advance)	301-600-3813

**CALL between the hours of 7 – 9 A.M (Monday – Friday on normal City business days):**

• **For Building, Fire, Plumbing, Gas, Electrical (Same Day Inspection):**

The applicant shall call for an inspection **ONLY between the hours of 7:00 and 9:00 a.m. on the same day that inspection is needed.** **Voice Mail** may be left if the inspector is unavailable to take the call; however, be reminded that any voice mail for inspection **may ONLY be left between the designated times**; any request for inspection received after 9:00 a.m. will not be scheduled and **MUST** be recalled on the next working day that you wish to have the inspection.

- **For Site and Sewer Lateral Inspection:** (10 Business Days Advance Notice Required): When all site plan requirements are completed, the applicant shall call for an inspection **AT LEAST TEN (10) BUSINESS DAYS IN ADVANCE** of date inspection is needed. **IMPORTANT! PLAN AHEAD** – Any deviation from the approved site plan may result in the need to have the site plan revised and re-submitted to the City for approval. Any sewer line found to be dirty (mud, gravel, obstructions, etc.) during the TV inspections process must be cleaned by the contractor prior to re-inspection. This **WILL DELAY** the inspection approval and the issuance of the Certificate of Occupancy.

**INFORMATION REQUIRED when calling for inspection:**

- Permit # (Please provide this information first when leaving any voice mail)
- Name & Phone #
- Location of Project (include street address, apt #, unit #, development or shopping center name), etc.
- Type of inspection requested
- For Site Inspection Only (Date inspection needed)

**TIME FRAME for inspection requests:**

1. **A.M. or P.M. Inspections:** Based on the inspector's expected route for the day, an A.M. or P.M. timeframe will be given for the inspection. If a narrower timeframe is requested by the applicant, the inspector will try to accommodate to the extent that his schedule and/or workload will allow.
2. **Specific Time Requests:** The applicant may request a specific time for an inspection. The inspector will try to accommodate as close to the requested time as possible, and to the extent the inspector's schedule or workload will allow; recognizing there are times where the owner or his representative may have to meet the inspector to allow free and clear access to the site for the inspection.