

Building Inspection Request Form



Inspection requests received prior to **1:00 p.m.** will be booked for the next business day. Any inspection requests received after 1:00 p.m. will be automatically booked for the second following business day. Re-scheduling and/or cancellations should be made by **9:00 a.m.** on the day of inspection.

The owner or a representative of the owner must be present during all mandatory inspections. If no person is present upon arrival of the inspector, then no inspection will be conducted and a new request will need to be initiated.

Date of Inspection:
(MM/DD/YYYY)

Contact Name:

Contact Number:

Please check box if you would like a call from the inspector on the day of the inspection

Municipal Address	Type of Inspection	Building Permit # (xxxx-xxxxxx)	Building File # (xxxx-xxxx)

Please note:
All inspections will be confirmed to the original sender by the end of business day

