

# INSPECTION INFORMATION

**INSPECTION REQUEST LINE - 303-335-4583**

CALL THE ABOVE NUMBER BEFORE **4:00PM** TO RECEIVE THE NEXT BUSINESS DAY INSPECTION

(FOR EXAMPLE- CALL **BEFORE 4:00PM** FRIDAY TO SCHEDULE A MONDAY INSPECTION. CALL **BEFORE 4:00PM** ON MONDAY TO SCHEDULE A TUESDAY INSPECTION, ETC.)

YOU WILL NEED THIS INFORMATION WHEN REQUESTING YOUR INSPECTION:

PERMIT NUMBER	PROJECT ADDRESS	INSPECTION TYPE	NAME - PHONE	AM/PM TIME FRAME <b>(FOR HOMEOWNERS ONLY)</b>
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(Please give us the entire permit number. Example: MISC-0700-2018)

MOST INSPECTIONS WILL REQUIRE ACCESS INTO THE PROPERTY. THERE MUST BE SOMEONE OVER THE AGE OF 18 AT THE PROJECT ADDRESS TO PROVIDE ACCESS. INSPECTORS WILL **NOT** ENTER AN OCCUPIED HOME WITHOUT THE HOMEOWNER OR HOMEOWNER REPRESENTATIVE PRESENT.

ANY RESIDENTIAL OR COMMERCIAL EXTERIOR WORK OR IF THE SPACE IS NOT OCCUPIED YET IS NOT REQUIRED TO BE ON SITE DURING THE INSPECTION.

WE ALLOW **ONLY HOMEOWNERS** AN OPPORTUNITY TO REQUEST A TIME FRAME PREFERENCE OF:

**AM** 9:00AM TO 1:00PM OR **PM** 1:00PM TO 5:00PM

**CONTRACTORS DO NOT GET A TIME FRAME FOR INSPECTIONS.**

**HOMEOWNER:** IF YOU **DO NOT** REQUEST A TIME FRAME, YOU WILL RECEIVE ONLY A DAY OF INSPECTION **(NO TIME FRAME WILL BE GIVEN).**

WE DO NOT GUARANTEE THAT THE INSPECTION WILL TAKE PLACE DURING YOUR REQUESTED TIME FRAME, BUT OUR INSPECTORS WILL WORK TO THE BEST OF THEIR ABILITY TO ARRIVE DURING THAT TIME.

DUE TO THE HIGH VOLUME OF INSPECTION REQUESTS, WE ARE UNABLE TO INDIVIDUALLY CALL AND CONFIRM YOUR INSPECTION.

**CANCELLATION LINE: 303-335-4584**

PLEASE CALL THIS LINE BY **8:30AM** TO CANCEL THE REQUESTED INSPECTION. LEAVE A MESSAGE WITH THE PERMIT NUMBER, ADDRESS, TYPE OF INSPECTION, AND A CONTACT PHONE NUMBER.

## **DURING THE INSPECTION:**

YOU WILL NEED THE ORIGINAL PERMIT CARD AND APPROVED FIELD PLANS ON SITE AT **ALL TIMES**. IF PERMIT CARD AND/OR APPROVED STAMPED PLANS ARE NOT AVAILABLE, THE INSPECTOR WILL **NOT** CONDUCT THE INSPECTION (RE-INSPECTION FEE OF \$100.00 MAY BE CHARGED). THE INSPECTOR WILL REVIEW THE PLANS IF APPLICABLE AND VERIFY THAT ALL REQUIRED CODES ARE MET AND PROJECT IS READY TO CONTINUE OR IS COMPLETED (FINAL). INSPECTORS WILL EMAIL THE INSPECTION REPORT WITH COMMENTS/VIOLATIONS/REQUIREMENTS. (PAPER REPORT CAN BE SENT IF EMAIL IS NOT AVAILABLE)

YOU MAY EMAIL ANY CONCERNS OR QUESTIONS TO: [building@louisvilleco.gov](mailto:building@louisvilleco.gov) or call 303-335-4584