

## Advance Notification of Inspection

### WHO IS ELIGIBLE FOR THE SERVICE

- Homeowners who must leave their place of employment to provide access to the home for the inspector; and
- Contractors performing work such as room additions, basement finishes or interior remodels to a home that is occupied.

### ADVANCE NOTIFICATION SERVICE

#### ■ REQUEST

When calling for the inspection, Advance Notification may be requested if the criteria listed above is met. A correct phone number must be provided where the contractor or property owner can be contacted, such as a cellular phone or place of business. Inspection requests logged prior to 8:30 a.m. usually receive same day service; inspections requested after 8:30 a.m. will not be performed that day.

**Note:** If the phone number is not provided, the inspection will not receive Advance Notification status.

#### ■ ADVANCE CONTACT

The inspector will call 15 - 30 minutes prior to inspection. When the call is received, please immediately leave your employment location to provide access for the inspection. The inspector will be in the area of the inspection site.

#### ■ IF INSPECTOR CANNOT MAKE CONTACT

If the inspector's call is answered by an automated system, the inspector will leave a phone number to confirm the inspection. Return the call within 15 minutes. If the inspection does not receive a confirmation call, the inspection will be cancelled and must be rescheduled.

#### ■ REQUESTS TO DETERMINE PLACEMENT ON THE INSPECTION ROSTER

The contractor or client may call 327-2883 after 9 a.m. to confirm the inspection is scheduled and its number on the inspection log.

- **NOTE:** RBD staff cannot provide an estimated inspection time or tracking information of inspections. The duration of each inspection varies according to the complexity of the work being inspected.