



711 W. Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744 Ext. 730 • Fax (559) 924-6708
Public Works—Building Division

INSPECTION REQUEST REQUIREMENTS

Dear Contractors and Permit holders:

This letter is to reiterate existing policies and notify you of new ones regarding inspection requests. We realize how important time and scheduling is for yourself and our department and hope that following these procedures will help us achieve it. Requests will not be processed over the phone, you must call the inspection line. Please **do not** repeat messages because it fills up our message line, we do have the capability to rewind messages if needed so please make your message brief.

The following information is needed, preferably in this order:

- 1. Permit Number**
- 2. Project Address**
- 3. Type of Inspection**
- 4. AM/PM Request**
- 5. Contact Name and Phone Number**

INSPECTION REQUESTS MUST ONLY BE SUBMITTED BY CALLING THE INSPECTION REQUEST LINE BEFORE 4:30 P.M. THE DAY BEFORE AT 559 924-6744 Ext. 732 LEAVE A BRIEF MESSAGE AFTER THE TONE.

Friday calls must be called in by 4:30 for the following Monday and all calls received after 4:30pm on a Friday will be put on for the following Tuesday list. Inspection line is checked daily at 4:30. Holiday calls must be in by 4:30 on the last business day.

(Monday Holidays: Calls must be received by Friday at 4:30 for the following Tuesday)

(Thursday & Friday Holidays: Calls must be received by Wednesday for the following Monday)

All cancellations must be called in at least by 8:00 AM the morning of your inspection at 559-924-6744 Ext. 730. Job address must be clearly visible from the street. All job cards and plans must be at the inspection location and available on the day of your inspection. Inspection hours are 9am-12pm and 1pm-4pm. Office Hours are 8am-5pm. Inspectors are available by phone or in person from 8am-9am and 4pm-5pm for all questions.

Sincerely,
Frank Rivera
Public Works Director