

## INSPECTION REQUEST LINE – SIGNS

To schedule or cancel an inspection or obtain results:  
**CALL 253-835-3050**

The IVR system will require the following information to successfully schedule an inspection.

**10-Digit Permit Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**4-Digit Inspection Code:** See codes, below  
**Date of Inspection:** Call prior to 4:00 pm for next 3 business days  
**Phone Number:** Best way to reach you during business hours

### CONFIRMATION NUMBER

Upon completion of the scheduling process you will receive a confirmation number. **If you do not receive a confirmation number, the inspection was not successfully scheduled.** We recommend that you note your confirmation number for use when communicating with our office about any inspection problems you may experience.

### INSPECTION TIME

- Inspections are typically performed between 8:30 and 4:00, Monday through Friday. Though inspectors **can not schedule specific appointment times**, the system will allow you to leave a voice mail with your time preference and/or special instructions (such as key codes, location of permit, etc.) at the end of the call.
- The inspector will accommodate requests for preferred time frames as scheduling and workloads allow. **If you do not leave a message**, your inspection will occur as it best fits into the inspector’s schedule.
- Every effort will be made to perform inspections on the requested day, but it **may take up to 72 hours**, depending on workload. Priority will be given to homeowners, concrete inspections, reroofs, and other time- or weather-sensitive types of inspections.
- Unless other arrangements are made, inspections not performed on the requested day will automatically be scheduled for the next 2 business days and will be given priority status.

### INSPECTIONS WILL NOT BE PERFORMED (and you may be assessed re-inspection fees) IF:

- The work is not complete and ready to be inspected
- Approved site copy of permit/plans/inspection card are not on site, available to inspector
- Inspector does not have access to the site or project. It is the responsibility of whoever is requesting an inspection to provide any special equipment—such as ladders—required to access any aspect of the project.

### PLEASE CALL (253) 835-2607 IF:

- You do not receive a confirmation number
- Your scheduled inspection does not occur within 72 hours (3 business days) of your requested day
- You need to change or cancel an inspection on the day it is scheduled to occur.

SIGN INSPECTION CODES			
Attachment	4010	Final Sign	4085
Footings/Setback	4110	Final Electrical For Signage	4055