

INSPECTION REQUEST LINE PROCEDURE

In order to ensure accurate communication and to serve our customers in a timely fashion, please follow the procedures below.

Inspection requests must be made prior to **5:00 pm on a business day** to be scheduled for the following business day.

Work being inspected must be complete, accessible and ready for inspection when inspection request is made. Work not completed and ready for inspection on the day requested will not be approved and is subject to a re-inspection fee. To arrange an inspection, please call:

541-826-4212 ext. 490

For sewer permits or inspections, please contact Rogue Valley Sewer Services at (541)664-6300.

Please leave a clear message stating your:

- **Permit Number**
- **Type of Inspection**
- **Job site address**
- **Contact Name**
- **Phone Number**



If a yellow job card has been issued for the project, the card must be posted on the premises for inspections. Please notify the Building Department if the job card has been lost or destroyed, a replacement card can be issued for a \$25 fee. A signed job card is required to obtain a Certificate of Occupancy.