

	<b>City of Casa Grande</b> <b>Development Center Policies &amp; Procedures</b>	<b>Effective Date:</b> <b>February 2, 2015</b>
	Title: <h2 style="text-align: center;">Inspection Request Procedures</h2>	<b>Date Reviewed:</b> February 2, 2015
		<b>Department of Primary Responsibility:</b> <b>Building Safety</b>
		<b>Policy Number:</b> <b>B – BI – 002 - 2015</b>

The City of Casa Grande Building Division requires a twenty-four (24) hour notice to allow the proper scheduling of Building, Engineering, and Zoning Inspectors. (Call today for an inspection tomorrow)

The City of Casa Grande Fire Department requires a forty-eight (48) hour notice to schedule their inspections. (Call today for an inspection in two days)

This notice allows the inspector to schedule inspections to minimize travel between sites, arrive as soon as possible, and minimizes contractor wait time before an inspection. The Chief Building Official or Fire Marshal must approve any change from this policy.

The City Building Division does not set appointments for normal inspections. Inspections placed in an order that minimizes travel and time between jobs. Contractors must have done the work and be ready for inspections when calling to schedule an inspection.

Permits are required before starting work. For normal permits contractors cannot pull a permit and schedule an inspection at the same time. However, **After-hour Emergency** repairs may be done without obtaining a permit before starting work. Contractors must obtain a permit on the next business day after performing emergency work.

Some inspections require that multiple City inspectors to be on-site at the same time to perform the inspection such as some alarm and kitchen hood inspections. In this instance coordination between inspectors is required. Permit Techs will help facilitate this coordination. Other inspections will be done by several inspectors at different times.

Final inspections will usually require other City and, sometimes, County or State inspections and approvals before the project is complete and able to receive a Certificate of Occupancy or Completion. The contractor should be ready for all final inspections when calling for final inspections so that all City inspections may be scheduled at the same time.

The owner or general contractor in responsible charge must coordinate all required inspections. If any required inspection is skipped the inspector shall issue a correction notice that states; "Missed \_\_\_\_ inspection. Contact Building Official for requirements to reschedule."

*When the disconnection and reconnection of the electrical or gas service to an occupied structure to perform repairs or do additions to the system you must let the permit technicians know so that arrangements may be made IN ADVANCE for inspections. We understand the coordination required between the contractor, the service provider, and the City inspector to restore service to your occupied structure. If you do not make these arrangements, the City inspector may not be able to perform the inspection soon after the repairs are made. You may have to wait until the next day for an inspection. Your contractor must have completed repairs and be ready for the inspection when the inspector arrives.*

*These requirements must be followed because other inspections have been delayed so that the inspector can arrive when requested. For repair and reconnect inspection, if workload allows, the City Inspector may try to return to a site the same day. You will be placed at the end of the day's inspections. All scheduled inspections must be completed before returning.*