

## **Residential Inspection Scheduling Policy**

Inspection Requests are to be made by calling our office or filling out and submitting an **Inspection Request Form**, which is available on the City's website at [www.greenwood.in.gov](http://www.greenwood.in.gov) (Government, City Departments, Community Development Services, Building Commissioner). The request form is in .pdf format and requires Adobe Acrobat Reader. It can be saved on any device for easy access. All requests will receive a reply confirming the date and time scheduled.

Inspections submitted by 4:00 pm will be given first priority for the next day's inspections. However, requesting a next day inspection by 4:00 **does not guarantee** that there will be time available in the schedule for your inspection.

The building inspectors sort their work at the beginning of each day to reduce extra travel time. **Our policy is to do all inspections in a given subdivision in one trip.** Therefore, timed inspections are kept to a minimum.

Inspections that we WILL schedule at specific times are footings (**again, one trip per subdivision**), any inspections of occupied structures, and inspections requiring homeowner to give access.

All other inspections will be performed sometime during the day depending on when it fits into the inspector's schedule.

**Final energy certificates** must be E-mailed to our office at [building@greenwood.in.gov](mailto:building@greenwood.in.gov) prior to or at the same time as a final inspection is requested. The inspector is not obligated to do the inspection if we do not have the final energy certificate on file.

**NO INSPECTIONS WILL BE SCHEDULED BETWEEN 8:00-9:00 AM OR 12:00-1:00 PM EACH DAY.**

### **Cancellations**

All timed inspections must be cancelled **at least one hour** before the designated inspection time by either calling our office or sending an email to [building@greenwood.in.gov](mailto:building@greenwood.in.gov). Inspections that are not time specific must be cancelled **by 9:00 am** on the day they are scheduled for. *Failure to follow this policy may result in a re-inspection fee.*

