



City of Greenville
North Carolina
P.O. Box 7207 - Greenville, NC 27835-7207

To: All permit holders requesting inspections

From: Les Everett, Chief Building Inspector *LE*

Date: June 15, 2015

Re: Requesting and/or scheduling an inspection

The standard procedure for requested inspections is to perform a following day inspection. We all understand that there are unique circumstances that would require special attention such as weather or life safety concerns, and we also know that these occasions are very few and far between. Any further specific request must go through the inspector performing the inspection. It will be up to the inspector (based on their route and work load) to evaluate the request for specific times or any other on site criteria.

When contractors obtain permits, the home or business owner should not be the one calling the inspector to schedule inspections. Contractors continually try to have the homeowner schedule the inspection and be on site to unlock structures such as with change-out inspections. This is the contractors' responsibility. The owner should be informed in these situations to contact the contractor if they need information or have questions about the inspection.

With regards to change-out inspections, we realize it is difficult to have a representative of the contractor on site all day not knowing when an inspector may show up. As a result, the inspectors will give the contractor a call approximately 30 minutes before arriving. This should give adequate time for the contractor to either meet the inspector or for the contractor to call the owner to make sure they are home. If no one is on site and the contractor does not call the inspector back letting them know that no one is on site, a re-inspection fee will be charged.