

Instructions for Requesting an Inspection

Please read all instructions – they must be followed to get a timely inspection

Inspection requests can be made by phone or email.

Phone: 614-224-2300 extension #1.

Extension #1 is the only line that takes inspection requests. If you have technical questions, you need extension #2.

Extension #2 is the Chief Building Official and does not take inspection requests. Please do not leave a request on this line.

Email: inspections@tooleinspectors.com

TO CANCEL: CALL 614-224-2300 X1 OR EMAIL AT ADDRESS ABOVE

Please read the following before making an inspection request:

1. Cut off time for inspection requests is 4:00 p.m. Monday thru Friday. No exceptions.
2. Unless otherwise stated by you, or your inspection requires the invitation of the fire department (see below) all inspections are done the next business day, or the next business day we are in the area (special situations for Southern Ohio).
3. We make every effort to honor A.M. or P.M. requests (not “late A.M” or “Early P.M”). We do not take timed inspection requests. Please do not call our office the day of your inspection for an “ETA”. We will honor the requests you asked for when making your request.
4. If you are pouring concrete, please provide your concrete pour time. We will be at your site before that time.
5. We are not able to call you back to confirm your inspection. We suggest if you require a confirmation to email your inspection request and obtain a Delivery Receipt. The Delivery Receipt is your confirmation. The exception is inspections requiring the fire department. Those are timed inspections that are scheduled and confirmed.
6. All inspections **MUST** include all the following information. Failure to provide the full information may delay your inspection.
 - Requestor’s Name
 - Job Address
 - Full Permit Number **WITH LOT NUMBER FOR RESIDENTIAL NEW BUILD HOUSES**
 - Type of Inspection – be specific – Above Ceiling, Underground and Roughneed the type of inspection you are requesting to get the correct inspector to your site.
 - Onsite contact name if different than requestor
 - Onsite contact telephone number – make sure voicemail is set up and not full. Answer if we call or check voicemail. We cannot come back if you missed our callIf you want a call ahead, please state this.

7. At the job site you must have your plan approval, approved drawings (stamped) and inspection card. If these are not on site your inspection will be disapproved. If you lost your inspection card, please contact the building department you applied to and we will provide a new one. Each department has their own policy for the replacement charge.

8. You do not need to be at the inspection if the above documents are available to the inspector. Please provide lock box combination, gate code, or any additional information to obtain entry or locate documents. (Fire department inspections require your contacts be present).

9. Your Inspection Card will not be signed by the inspector if your inspection failed. Please be ready for your inspection and have all work complete.

10. We do not call back with inspection results. Your results will be with your onsite documents, and you can pick them up after the inspection from the job site.

Inspections That Require the Invitation of the Local Fire Department

1. Life Safety
2. 2 Hour Hydro
3. Fire Suppression with more than 20 heads (please give head number at request)
4. Final Fire Alarm/Witness Test
5. Commercial Kitchen Hood smoke test and suppression

If calling in any of the above, please allow 48 business hours for us to contact the local fire department. We only do fire department inspections at 7:00 a.m. and 8:00 a.m. weekdays on a first come, first served basis. We contact the local fire department to attend. When you make request for a fire department inspection, we will call you back with the scheduled date and time. Rescheduling a fire department inspection will incur a \$70.00 charge.

After hours inspections can be scheduled for a minimum of \$450.00 paid in advance to the local building department.

Southern Ohio Inspections (Lawrence County, New Boston, Portsmouth)

We do Southern Ohio inspections on Tuesdays and Thursdays weekly. When calling in an inspection, we will be at your site the following Tuesday or Thursday after your call.

You must call the City of Portsmouth for inspection requests at 740-354-7557

FOR LAWRENCE COUNTY AND NEW BOSTON PLEASE CALL 614-224-2300 X 1