IMPORTANT INFORMATION

Inspectors will be in the office from 8:00 a.m. until 8:30 a.m. and from 4:00 p.m. to 4:30 p.m. It is during those times that you will be able to speak with your inspector regarding a specific inspection or code question. You may leave a "voice mail" message during the remainder of the day.

The inspector's initials, names and direct telephone numbers are as follows:

R.M.	Randy Menke	636-584-6253
S.B.	Steve Brune	636-584-6254
R.Z.	Richard Zielke	636-584-6255
J.T.	Jim Tirre	636-583-6301
F.M.	Felix Mesger	636-583-6335

Also the hours to contact the office are 8:00 a.m. to 4:30 p.m.

PLEASE CONTINUE TO CALL 636-583-6384 TO SCHEDULE OR CANCEL INSPECTIONS. THE INSPECTORS DO NOT SCHEDULE INSPECTIONS NOR WILL BE ACCEPTING INSPECTIONS FROM VOICE MAIL.

Inspections must be called in by 3pm the day before you need them!

NOTE: At times due to circumstances beyond our control, your inspection may be delayed an additional business day.

ADDITIONAL INFORMATION

For *all* **FOOTING & PIER PAD** inspections, this department wants to inspect the footing after it has been formed and steel tied in place, but ***before concrete is poured.***

For *all* **FOUNDATION WALL** inspections, this department wants to inspect the foundation walls when they are formed up and steel tied in place, but ***before concrete is poured.***

For *all* **PIER, PAD AND/OR RUNNERS** inspections for mobile homes, decks, etc., this department wants to inspect them when they are dug and formed up with steel tied in place, but ***before concrete is poured***.

For **DRYWALL** inspections, this department wants to inspect the drywall ***before it is taped & mudded.***

For information on any type of inspection, please contact the office.
Please post Authorized Inspection Card in front window. Thank you

For additional information and the procedure for covering up work without an inspection, see *NOTICE TO HOMEOWNERS & CONTRACTORS* enclosed with the permit.

PLEASE SEE OTHER SIDE ...(OVER)

Inspections must be called in by 3pm the day before you need them!

NOTICE TO HOMEOWNERS & CONTRACTORS

All permit holders are issued an inspection card attached to your approved building plans. These approved plans with inspection card **MUST** be on the job site and accessible to the inspector in order to receive your inspection(s). If approved plans with attached inspection card is not on the site, the inspection ***will not*** be performed. You will have to call the office and schedule a reinspection in the ususal manner. When scheduling your inspection, please let us know if there are any special instructions as to where the approved plans and card will be.

ALL inspections must be scheduled by 3 pm. the working day before you need them. As we have an increased amount of building in this County, this gives us an increased amount of inspections. As we do not want to delay your inspection(s), we recommend you start this policy. Please continue to call 636-583-6384 to schedule or cancel inspections. *The Inspectors do not schedule inspections nor will they be accepting inspections from voice mail.*

At times, we have had problems with homeowners and/or contractors covering up work without an inspection. In the end, it is the homeowner who is responsible for all work done and that all inspections are scheduled and performed by our office. In order to rectify this situation, we have consulted with our County Counselor. The following procedure will apply to **everyone and every job -NO EXCEPTIONS!**

> If any work is covered up without an inspection, certified letters will go out to the homeowner that did the work in question. A **"Stop Work Order"** will be placed on the job site. There will be no further inspections on the permit until the homeowner provides us with either a sealed design professional's statement verifying the work was done according to county codes and the approved plans **or** tearing out the work and having us inspect it for approval. A fee of 25% of the original permit fee will also be assessed to the homeowner. Only when the above is completed, will we reinstate inspections on the permit.

We regret having to take this action, but inspections are not to be taken lightly. Our office is here to perform these inspections for the welfare and safety of the public. With your cooperation, we can continue to perform our job and serve the public. Thank you.

We thank you for your cooperation.

FRANKLIN COUNTY BUILDING DEPARTMENT

Franklin County Holiday Schedule

New Years Day *(January 1)*
Martin Luther King's Birthday *(3rd Mon. in January)*
President's Day *(3rd Mon. in February)*
Friday before Easter
Harry S. Truman's Birthday *(May 8th)*
Memorial Day *(last Mon. in May)*
Independence Day *(July 4th)*
Labor Day *(1st Mon. in September)*
Columbus Day *(2nd Mon. in October)*
Veteran's Day *(November 11th)*
Thanksgiving Day *(4th Thurs. in November)*
Day after Thanksgiving
Christmas Eve *(if day falls within work week)*
Christmas Day *(December 25)*

Please see other side.....(OVER)