

# 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 usual 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 number 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 voicemail.*

At times, we have had problems with homeowner 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 schedule 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*

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FRANKLIN COUNTY BUILDING DEPARTMENT

## Franklin County Holiday Schedule

New Year’s Day (*January 1*)  
Martin Luther King’s Birthday (*3<sup>rd</sup> Mon. in January*)  
President’s Day (*3<sup>rd</sup> Mon. in February*)  
Friday before Easter  
Harry S. Truman’s Birthday (*May 8<sup>th</sup>*)  
Memorial Day (*last Mon. in May*)  
Emancipation Day (*June 19<sup>th</sup>*)  
Independence Day (*July 4<sup>th</sup>*)

Labor Day (*1<sup>st</sup> Monday in September*)  
Columbus Day (*2<sup>nd</sup> Monday in October*)  
Veteran’s Day (*November 11<sup>th</sup>*)  
Thanksgiving Day (*4<sup>th</sup> Thursday in November*)  
Day after Thanksgiving  
Christmas Eve (*if day falls within work week*)  
Christmas Day (*December 25*)