

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:

K.O.	Kelly O’Toole	636-584-6255
R.M.	Randy Menke	6 36-584-6253
P.P.	Phil Pilgram	636-583-6301
S.B.	Steve Brune	636-584-6254

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.