

Inspection Requests

- Inspection requests must be made by email with the project type/name (commercial, residential, water heater, etc.), inspection request type(s), permit number, address, (development/sub-division if applicable) and contact email address and phone number. Incomplete requests will not be scheduled. Without email information, results can't be sent by email.
- Requests must be sent to: The link under Online Forms on the Inspections Page or you may send them to Inspections@cityofglenpool.com.
- Inspection requests need to be emailed before 8:00 am and the inspection will be completed the same day. If it is after 8:00 am, the inspection will be completed the next day. If there is some urgency that the inspection cannot wait, you will need to call your inspector and explain why you need the inspection(s) and it will be determined by the inspector if they will be available to make it to your inspection. Request an am or pm inspection time only. Please note that you may enter a time request. Effort will be made to accommodate your request, when possible.
- Plumbing rough and foundational inspections may not be made in adverse weather conditions, depending on the condition of the site at the time.
- Please note that previous inspection reports and the complete city approved copy of permit and plans must be on-site after the slab/foundation inspection.
- On any inspection request, site cleanliness and erosion control may be inspected. Excessive mud and soil in the subdivision streets can result in a hold on inspections if not resolved when requested. Reasonable allowances are made for weather. Attic stairs must be installed and pulled down for framing, meter release and final inspections.
- Re-inspection fees may be assessed and is at the discretion of the inspector.
- Be sure to realize, that some inspections are requested together on residential permits such as framing, electrical rough, plumbing top out, and mechanical rough. Sheathing and brick ties are part of this inspection. Sheathing may need to be requested prior to framing.
- Please enter door access codes or phone numbers to call, such as for an occupied home inspection. Inspectors do not enter unattended occupied homes or enter homes without someone over 18 years of age at home to allow access to the inspection.
- Do not request an inspection unless it is ready. Do not have any workers inside the building for inspections such as framing/rough inspections and building finals such as framers, plumbers, mechanical workers, electricians, make ready/cleaning contractors, painters, or flooring contractors. Attic stairs must be installed and pulled down on framing and final inspections.
- Failure to meet the requirements above may result in the inspection not being completed.