



MEMORANDUM

To: All Contractors
Date: December 12, 2016 Updated
RE: “Will-Call” Inspections

The Town Building Department has made new determinations regarding which inspections will be treated as “will call” inspections. **Deck footer inspections will no longer be treated as “will call” inspections.** The following inspections will continue to be treated as “will call” and will be provided as a courtesy to you.

- House Footers
- Water lines
- Sewer lines
- Electrical upgrades

As a reminder, “will call” inspections should not be called in until they are **completely** ready for inspection. It is not acceptable to schedule the above referenced inspections one or more days prior. The procedure is as follows:

- 1) When your job is **ready** for inspection, contact Ashley Griffith at (540) 382-6120 ext. 1122 and ask to be put on the “will call” list. If you cannot reach Ashley directly, leave a voice mail and she will call you back to confirm your inspection. No inspection is confirmed without a returned phone call.
- 2) Our goal is to have the inspector on the job within 1 hour after your inspection has been confirmed.
- 3) All aspects of the job to be inspected must be complete upon the inspector’s arrival on the jobsite. If any item to be inspected is not ready for a “will call” inspection, there will be no return visit that day. If you request a re-inspection on a “will call” inspection and are not completely ready for inspection when the inspector arrives, you will be required to pay a \$100 re-inspection fee before the inspection will be rescheduled.
- 4) **The inspectors are in the field from 8:30 am until 4:00 pm. “Will call” inspections must be confirmed before 3:00 pm in order to be included on that day’s inspection schedule. Any inspections not confirmed by Ashley Griffith by means of e-mail or a phone call by 3:00 pm will not be accepted and will be scheduled for inspection the next business day.**

Our goal is to be on your jobsite within one hour from the time your inspection is confirmed, but please keep in mind that there may be delays due to previously scheduled inspections.

If you have any questions, please contact me at (540) 382-6120 ext. 1152 or via email at jheinline@christiansburg.org.

Thanks,

Jerry B. Heinline
Building Official