

Inspection Request Form

– For use to schedule inspections at occupied residences only –

Please complete the following information and fax this form to the Mechanical Section **at least one day in advance** of the date you have scheduled the inspection.

Contractor Company Name: _____

Job Address: _____

Project Number: _____ Key Map: _____

Customer Name: _____ Phone#: _____

Type of Installation: _____

Date you want inspection: _____

Time of day that you want the inspection on the above date:

Check one box

- Between 8:15 and 10:00 a.m.
- Between 10:00 and 12:00 a.m.
- Between 12:00 and 2:00 p.m.
- Between 2:00 and 3:45 p.m.

The inspector will arrive at some point between the times shown.

Fax this form to the Mechanical Section -----> **713-535-7920.**

To cancel an inspection. Call 713-535-7755.

