

## Inspection Request

- 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 phone number. Incomplete requests will not be scheduled.
- Requests must be sent to: [Inspections@annatexas.gov](mailto:Inspections@annatexas.gov)
- Inspection requests need to be emailed before 4:00 pm the previous business day or the inspection will not 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 make it to your inspection.
- Please note that all your previous inspection reports and the complete city approved copy of plans must be onsite. At any inspection request, your site cleanliness and SWPPP may be inspected. Excessive mud and soil in the subdivision streets can result in a hold on inspections if not cleaned when requested. Reasonable allowances are made weather.
- 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. Please refer to residential requirements on our web site.
- Please be sure to enter any special request in your email. Please note: you may enter a time request. Efforts will be made to accommodate your request if possible. However, no guarantee of arrival will be made unless an agreement is made with your inspector.

**\* Spring of 2020 we are expected to have a permitting program in place, with which you will be able to get results, requests inspections and get the status of your project. \***