

For permits issued by us, the Owner or their Authorized Agent is responsible for scheduling inspections.

HOW TO SCHEDULE AN INSPECTION

1. Call 937-225-4622 to request an inspection. Be prepared to give the job address, the township or city it is located in, the permit number and the type of inspection you are requesting. Failure to have both the address and the permit number may inhibit our ability to serve you.
2. Inspections may be requested from one day to five working days in advance. Same day inspections may be available, subject to inspector availability, and for an additional fee.
3. You are encouraged to call the morning of the scheduled inspection, between 7:30 and 8:00 AM, to discuss coordination issues with the inspector, to find out approximately when he/she expects to be at your job, and to provide lock box numbers, if applicable. The inspector will give you a maximum 2 hour time range of when he/she will be arriving at the job. Note the first inspections in the morning may as early as 8:10 AM.
4. If the time range offered doesn't work for you, you may request a different time. However, the inspector may not be able to accommodate your needs. In that case, you can cancel your inspection and reschedule it for another day, or you can request to speak with the inspection supervisor, who might be able to arrange different solutions.
5. If you call after 8:00 AM for a time, the clerical staff will only be able to provide you with a three hour range, such as Morning (8-11 AM), Midday (10-1 PM) or Afternoon (11-2:30 PM). If that is not satisfactory, you may cancel your inspection and reschedule it for another day, but you will not be able to request any time adjustments for that day.
6. **If you do not call for a time, we will assume the work will be available for inspection any time between 8:00 AM and 2:30 PM.**
7. Approved Building Permit drawings (general construction work) must be on the job site for ALL inspections, including sub-trade inspections. Approved drawings for sub-trades must be also on site for their respective inspections.
8. If you build differently than what's shown on the plans, you will need to submit plan change documents to our office for review and approval, and will need to have approved plan change drawings on the jobsite for your inspection.
9. If pre-engineered trusses are damaged, cut or notched, you will need drawings sealed by an engineer showing how they are to be repaired.

Please refrain from calling inspectors for times after 8:00 AM – they are either driving or conducting inspections. They are available between 3:00 – 3:30 PM for general questions.

HOW TO PREPARE FOR INSPECTIONS

1. **Check your work before scheduling an inspection** to make sure all work to be inspected is complete. Failure to do so may result in the inspection failing, and a re-inspection fee being charged.
2. **You can check your inspection status on-line** at www.mcoho.org/build. Click the tab "Check Permit Status", and enter your permit number.
3. **Work covered up without inspection** will either have to be uncovered, or an alternative way of determining adequacy will be required and a missed inspection fee will be assessed.
4. **Failure to call for a final inspection** on any portion of your job will result in an expired permit without approval to use the work. Reactivating permits will require additional fees, and possibly plan reviews.
5. **Re-inspection Fees are assessed automatically if:**
 - a. **Not Ready** – In the course of conducting an inspection, more the 6 deficiencies are observed.
 - b. **Locked Out** – We could not gain access to work, or if the building had personal belongings in it and no adult escort.
 - c. **No Address Posted** – We could not see the address, visible from the street.
 - d. **No approved drawings on site** – Approved drawings need to be on site to conduct all inspections.
 - e. **Jobsite Unsafe** – If access to the work is not possible due to unsafe conditions.