

# INSPECTION SCHEDULING INSTRUCTIONS

For permits dated after April 3, 2017

**Fire Suppression & Fire Alarm Inspections** are performed by Washington Township Fire Department. Please call **614-652-3920** to schedule.

**Plumbing Inspections** are performed by Franklin County Public Health. Please call **614-525-3160** between 7:00 A.M. and 8:30 A.M.

**Dublin Building Inspection Line: 614-410-4680**

Inspections will NOT BE SCHEDULED if you're Contractor Registration, Insurance, or State Certificates are expired.

Inspection Requests must be scheduled by **6:00am** to the scheduling service for same business day inspections.

## Please have the following information ready to assist you in scheduling:

- **Permit number(s)**
- **Contact Phone number** - phone number is required. You will be contacted by your inspector on the morning of your inspection.
- **Address**
- **Type of Inspection-** Use name types on inspection card (ex. electric above ceiling).

If you are scheduling a Life Safety Inspection, request the date/time PREVIOUSLY scheduled with the Washington Township Fire Prevention Inspector.

You may request a *specific* inspection time ONLY for sewer, final gas line test or concrete inspections. Other requests for specific times will not take priority but we will try to accommodate.

If you are calling to cancel an inspection, please call our offices at **614-410-4670** during posted business hours.

**Plan Review Questions: 614-410-4608**

**Inspection Questions: 614-410-4671**

**Inspectors:** Tim Stitt: 614-410-4671      Bryan Lenko: 614-410-4606      Lee Montgomery: 614-410-4646  
Ted Zombek: 614-410-4645      Seth Harding: 614-410-4692      Mike Wills: 614-410-4605  
Matt Ross: 614-410-4687