EST 1808
CITY OF
DELAWARE
OHIO

INSPECTION REQUEST

Email this form to planninganddevelopment@delawareohio.net. Same day inspections must be received by 9:00 a.m. Inspections start at 9:30 a.m. and last timed inspection request at 3:30 p.m.

To access electronic form:
*www.delawareohio.net
*on homepage under "quick help" click on "licenses, permits & forms"
*click "building and construction permits"
*click "inspection request"
*click on the fillable form
*fill out form
*attach and email-- after you save it to planninganddevelopment@delawareohio.net

ENGINEERING DEPARTMENT INSPECTIONS: To submit inspection request for sidewalk/approach, preliminary grade, winter grade and engineering finals email engineeringservices@delawareohio.net. **All engineering request must be on a separate request form.**

Name:_____

Email:_____

Date of inspection:_____ **Phone:**_____

Permit Number:_____

*****See Back of Permit Card for Inspections That Are Required*****

Please List

InspectionType:_____ **Re-inspection?** ☐
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Scheduled times are permissible only for the following types of inspections:

Note: The Inspectors will attempt to be on location within 30-minutes from a scheduled inspection time.
Timed inspection requests are first-come-first-served based on date/time your request is received in this office.

- Sanitary Sewer — Time Requested:_____
- Footer — Time Requested:_____
- Foundation Pre-Poured Wall — Time Requested:_____
- Gas Test Rough — Time Requested:_____
- Slab — Time Requested:_____
- Rough Roof — Time Requested:_____
- Remodel/additions including HVAC — Time Requested:_____

*if no access to email you can leave voice mail at 740-203-1650.