



Date: 1 February 2008

RE: Inspection Policy

MEMORANDUM FOR RECORD

This Memorandum serves as notification for the following conditions of inspections:

- Any inspections conducted by the Building Inspectors of the City of St. Robert are subject to any and all regulations, ordinances, codes, and policies.
- Any Re-look Inspection conducted with uncorrected deficiencies will be charged a \$50 fee before another inspection will be scheduled.
- Any cancellation must be called in at least an hour prior to the scheduled inspection. Re-look inspections that are not canceled at least one hour prior to inspection time will have a charge of a \$50 fee.(considered uncorrected deficiency)
- All inspection fees must be paid before another inspection will be scheduled.
- An inspection deemed unprepared by the Building Inspectors will be counted as a deficiency.
- Inspections are scheduled at least 2 hours in advance.
- Inspections are scheduled through the Permit Clerk. P: 573-451-2000 ext 1120. If no answer, leave message with phone number, address of inspection site, permit number, and type of inspection. This will aid in obtaining an inspection as soon as possible.

If there are any questions on this matter, please call 573-451-2000 ext. 1120.

A handwritten signature in black ink, appearing to read "C. Misenheimer".

Charles Misenheimer
Building Official
City of St. Robert