

## When do I Need to Make an Inspection Request?

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Inspection Requests should be made at least 24 Hours in advance if possible so that the Building Department may schedule your Inspection.

Inspection Requests will be accepted until 8:00 a.m. each morning for that days schedule, BUT an inspection time may not be available that day.

*All Inspections are scheduled in the order they are received.*

## Who Do I Contact?

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Call the Building Department at **307-674-5941** to request an Inspection  
or  
Request an Inspection in person at the Building Department Service Counter

*Inspections Requests cannot be made to Building Department Inspectors in the field or by calling an Inspectors Cell Phone.*

## What Information Do I need to Provide?

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You must provide ALL of the following information:

- \* Contractor Name
- \* Contact Phone Number
- \* Jobsite Address
- \* Permit Number
- \* Type of Inspection Requested and if it is a Re-Inspection
- \* Specify A.M. or P.M. or Both

**Building Department Hours are 7:00 a.m. to 5:00 p.m. Monday -Friday**

**You may call Anytime 24 Hours a day to Request an Inspection.**

The Building Department attempts to answer all calls, but do to call volume or calls outside of Department Operating Hours this is not always possible. If your call is not answered please leave a message with the above information and you will be contacted to notify you of when your Inspection has been scheduled.