



# Inspection Request

152 N. Main Drive, Van Alstyne, Texas 75495  
Phone: 903.482.5426

- Requests must be sent to: [Inspections@cityofvanalstyne.us](mailto:Inspections@cityofvanalstyne.us)
- Inspection requests must be emailed **before 4:00 pm the previous business day** or the inspection will not be completed.
- Please submit the required documents and / or Engineering letters if you are requesting the following Inspection Request:
  - Plumbing Rough
  - Foundation
  - Shearwall / Framing
  - Fence & Irrigation
  - All Finals and Certificate of Occupancy
  - Form Board Survey
  - Passed Engineering Letter or Green Tag
  - Passed Engineering Letter and Post Tension Letter
  - City Backflow Report
  - Complete Paperwork Packet
- Inspection requests must be made by email with address, development/subdivision (as applicable), permit number, inspection request type(s), Date of Inspection, and contact information. **Incomplete requests will not be scheduled.** Multiple addresses may be sent in one email.

Inspection Request Format:

To: [Inspections@cityofvanalstyne.us](mailto:Inspections@cityofvanalstyne.us)

Subject: Inspection Request

1. Address:
2. Subdivision:
3. Permit #:
4. Inspection Type(s):
5. Date of Inspection:
6. Contact Name & Phone #:

- **Re-Inspection fees shall be assessed at the discretion of the Inspector of Record**
  - **A re-inspection fee may be assessed, and inspections canceled upon the occurrence of any of the following conditions apply:**
    1. No address posted.
    2. The trade installation called for inspection is not ready. This could include a first time inspection or where history has developed for deficient items on continual or repeated bases.
    3. House not dried-in (consisting of roof boots, chimney cap, windows, and installation of doors).
    4. Trash on lot or no trash bin on site
    5. House is locked or work to be inspected is not otherwise accessible.

6. An inspection is disapproved for the same item. (Previous tag items not corrected).
  7. Electrical panel cover is not removed at Gas and Meter Release inspection.
  8. A safety fence is not installed around the sewer tap excavations that are four feet (4') deep or more.
  9. Construction materials are located within the right-of-way. All dirt, and or any type of construction material shall be contained within the property / site.
- Please realize that some inspections are requested together on residential permits such as Flatwork / Approach, Framing (All MEP's), Gas & Meter Release and Fence and Irrigation.

## **Re-inspection Request**

1. If re-inspection fees are assessed, the fee must be paid prior to the re-inspection.
2. Assessed re-inspection fee is fifty dollars (\$50) and shall be paid before further inspections may be requested or performed.