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## REQUESTING AN INSTALLATION INSPECTION

**NEWS:** The Department is pleased to announce an improved way to request installation inspections through our new online scheduling web interface:

<https://housing.az.gov/general-public/manufactured-housing/installation-inspections>

**TIMING TIPS:** **IN BEFORE NOON =**  
All inspections requests received by the automated system before or at noon each day will receive a response via telephone call, voice message, or email the **same day** with information about when the request is scheduled.

**12:01 P.M. OR LATER =**  
Requests received at 12:01 p.m. or later will receive a response the **next business day**.

### **THIRTY (30) DAY WRITTEN NOTICES:**

**CANCELLATIONS:** Once the inspection has been scheduled, a subsequent cancellation by the Installer or Contractor received later than 7:30 a.m. the date of the scheduled inspection will result in a Report of Installation citing inspection cancelled and will count toward the three (3) inspections included in the permit issued.

**IMPORTANT:** *The email and telephone options to request an installation inspection will be turned off for public access as of April 04, 2017.*