

## INSTRUCTIONS FOR SCHEDULING INSPECTIONS

Once the permit is obtained from the Department, inspections are required to ensure the installation meets safety and code requirements.

It shall be the responsibility of the properly licensed entity or permit designee to cause the work to remain accessible and exposed for inspection purposes and to provide access to and means for inspections of such work. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Office.

A permit holder or designee shall request for all required inspections.

An inspection may be scheduled via email or by telephone.

**Email:** [OMH.InspectionRequest@dfbls.az.gov](mailto:OMH.InspectionRequest@dfbls.az.gov)

**Telephone:** 602-364-1067

The following information is required when scheduling an inspection:

- Complete permit number
- Site contact name
- Site contact telephone number
- Brief description of type of inspection requested

**Inspection request must be made from 8:00am to 2:00pm,  
Monday through Friday.**