



## 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:**

Please plan and prepare accordingly

Inspections need to be placed on the scheduler accordingly.

All needed requested inspection line items need to be placed correctly within the system.

Installer must place the inspection request two days prior to wanting the inspection.

**Note:** When the inspector has scheduled the inspection and put his schedule together. The inspector will call and provide a window of the inspection time.

Please be advised you will not receive a phone call until the inspector has scheduled the inspection. Inspectors make every attempt to complete the inspection on the requested day, but with inspection request amounts. The requested day may have to be adjusted.

**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 website is the only way to request a inspection request.*