



BUILDING INSPECTIONS FIELD INSPECTION POLICY

(Effective November 28, 2022)

Building inspections will be performed upon request via our voicemail system or online *Citizen Self-Service (CSS)* portal.

Requests received on our voicemail system or through *CSS* before 4:00 PM will be scheduled for the next business day unless the volume of requests exceeds the ability to complete the next business day. Requests received after 4:00 PM will be scheduled for the second business day.

Inspections will be scheduled as follows:

- Inspections requested via voicemail or online will not be made by appointment.
- Electrical service changes without power, public water changeovers and emergency repairs will be prioritized *depending on workload* to an approximate time.
- Footings and groundwork will be prioritized on heavy workload days.
- Site must be identified with posted building permit. If not posted a \$25.00 reinspection fee will be applied per Bedford County Code Sec. 5-4.
- Work not complete or otherwise not ready for inspection shall be subject to a reinspection fee.
- Inquiries about inspections may be made through the office at 540-586-7616. Specific times for inspections will not be available.
- If you have any questions regarding an inspection, please contact the inspector who performed the inspection at 540-586-7616 or via their email listed on our website.
- If you wish to meet with an inspector on site, please request a consultation and we can schedule a time suitable for all parties.

(24 HOUR) VOICEMAIL REQUEST LINE:

540-586-7611

**540-586-7616 -TELEPHONE 540-586-2059 -TELEFACSIMILE
www.bedfordcountyva.gov**