



▪ **BUILDING REGULATIONS DIVISION** ▪

76 East High Street, Springfield, Ohio 45502

Phone: (937) 324-7389

**REQUESTED INSPECTION**

**ON-SITE**

**I hereby request an inspection of the structure located at:**

**ADDRESS:** \_\_\_\_\_

**RESIDENTIAL**   ← **CHECK ONE**   →    **COMMERCIAL**

Purpose of inspection	<input type="checkbox"/> Code Compliance (for use group intended) <input type="checkbox"/> Certificate of Occupancy
<b>If vacant, when was building last occupied</b>	
<b>Proposed use of property</b>	
<b>Current or last use of property</b>	

I understand that travel time to and from the inspection site, and administrative time required to prepare a written report will be calculated as part of the total hours expended.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**For Office Use Only**

INSPECTION		
DAY & DATE	TIME	INSPECTOR

FEES	RECEIPT#	Date	Rec'd By
Informational Inspection	\$45.00		
Code Compliance Inspection Includes Written Report	\$90.00		
Certificate of Occupancy Inspections Includes Certificate of Occupancy	\$95.00		

**ZONING**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- Approved**
- Approved as noted**
- Disapproved**

All permit applications must be submitted thru the CityWorks portal  
Once your application is processed, we will email you the fees and ways to pay.