

## HOW TO REQUEST INSPECTIONS

1. **Call and leave message on the Automated Phone Request Service**  
270-5006 in Hampstead and 259-1524 in Burgaw. The following information must be provided in order for the request to be processed:
  - Permit Number
  - Type of Inspection
  - Contact Name and Phone Number
  - Contractor Name
  - Project address or physical location
  
2. **Walk in and fill out Request Inspection Form (See Form)**  
Requestor fill out Request Inspection Form. The permit technician will see that the form is placed with the Request Log Sheets to be entered by the authorized personnel.
  
3. **Fax Request Inspection Form to 910-259-1295 (See Form)**  
Request inspection form may be filled out and faxed to 910-259-1295. These sheets will be placed with the Request Log Sheets to be entered by the Authorized personnel.
  
4. **Email “Inspections Request” via Pender County web site.**  
Go to [www.pendercountync.gov](http://www.pendercountync.gov)  
Click on Online Services  
Click Inspections Request Form  
Type in all Information  
Click Submit by Email  
Print Confirmation

Requests received before 3:00 p.m. will be entered on the next workday schedule.  
Requests received after 3:00 will be on 2<sup>nd</sup> workday schedule.