

April 13, 2015

Dear building permit holder,

To better serve our permit holders, scheduling a building inspection with Smithfield City will change effective May 1, 2015.

Starting in May to schedule a building inspection, commercial or residential, call City Hall at 435-563-6226. Inspections will be required to be scheduled 24 hours in advance, inspections will need to be scheduled by 4:30 P.M. the day prior to your inspection. If the day you need an inspection, falls on a Holiday, your inspection will be scheduled for the following business day.

When scheduling your inspection please have the following information available: permit number, type of inspection, job address, and contact name and phone number.

The Smithfield City Building Department will do their best to accommodate your requests for A.M. or P.M. inspections. Time specific inspections will be allowed "ONLY" for: footings, and foundations.

If the building or building site is secured, please be sure to leave the site unlocked on the day an inspection is scheduled, or provide a gate code or lock combination.

If you have any questions about scheduling building inspections please call Smithfield City at 435-563-6226.

I can be reached at 435-792-7997 or [cgiles@smithfieldcity.org](mailto:cgiles@smithfieldcity.org).

Sincerely,

Craig Giles

Smithfield City Manager