



# Inspection Request Procedure

## Building and Neighborhood Services

109 3<sup>rd</sup> Avenue South  
Franklin, TN 37064  
615-794-7012 OFFICE 615-591-9066 FAX

### Online Inspection Scheduling

**Note:** Online Inspections can be scheduled up to 5:00am for same day inspection service.

The City of Franklin offers online access to schedule inspections and manage permits. To get started, please contact the BNS Permitting Section at 615-794-7012, or via email ([COFPermitApp@franklintn.gov](mailto:COFPermitApp@franklintn.gov)). You will receive an email with login information within 2 business days.

To access the online inspection portal, visit our website at [www.franklintn.gov](http://www.franklintn.gov) and navigate to the Building and Neighborhood Services site under the Departments tab, or follow the link below:

<http://dynamicportal.franklin-gov.com/CDR/Views/>

### Call-In Phone Scheduling

The call-in inspection line (615.591.5603) is a voicemail line available 24 hours a day.

- Inspection requests via the phone line should be made by 12:00 p.m. each day in order to receive next day inspection service.
- The inspections that are scheduled for the day are posted on our website each morning. Please refer to the link below to check if your inspection is scheduled:

<http://web.franklintn.gov/inspectionresults/scheduled.php>

Below are the two (2) items we need to schedule your inspection on the call-in inspection line.

1. Permit number
2. Type of inspection requested (use the list of inspection types below)

For example, if you wish to schedule a Final inspection on Building permit 99999, say only the following:

### **“99999, Final”**

- ✓ Mistakes in reciting the permit number and inspection type may result in the inspection not being performed.
- ✓ Double check the Daily Scheduled Inspections list on our website to ensure the correct inspection is scheduled.
- ✓ Coordinate any special instructions through your inspector. We will enter any special requests you make from the recording, but it is also helpful if you confirm these requests with the inspector.



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List of Inspection Types (use these phrases exactly when scheduling inspections)

<p><b>Building Permit</b></p> <p> <b>Footing</b>  <b>Foundation</b>  <b>Slab</b>  <b>Wall</b>  <b>Firewall</b>  <b>Frame</b>  <b>Insulation</b>  <b>Above Ceiling</b>  <b>Floodplain</b>  <b>Final</b> </p>	<p><b>Plumbing Permit</b></p> <p> <b>Rough-In</b>  <b>Above Ceiling</b>  <b>Slab</b>  <b>Water Line</b>  <b>Sewer Line</b>  <b>Gas Line</b>  <b>Backflow</b>  <b>Final</b> </p>
<p><b>Mechanical Permit</b></p> <p> <b>Rough-In</b>  <b>Above Ceiling</b>  <b>Gas Line</b>  <b>Fireplace</b>  <b>Final</b> </p>	<p><b>Electrical</b></p> <p> <b>Slab Rough-In</b>  <b>Rough-In</b>  <b>Above Ceiling</b>  <b>Underground Rough-In</b>  <b>Service Release</b>  <b>Temporary Service</b>  <b>Final</b> </p>