



**Municipal Services Center**  
6703 Sullivan Road  
Central, Louisiana 70739  
P: 225.262.5000 ~ F: 225.262.5001

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August 21, 2012

To All Contractors:

In the past we have accepted inspection requests from the general contractor on behalf of his sub-contractors; however, we have had instances where the sub-contractor was not ready when the inspector arrived, and the inspector has been told that they did not call for the inspection. Therefore, **effective September 4, 2012**, each sub-contractor must call the permit office to request their inspection, and at that time the requestor will be given a confirmation number. Please keep in mind that our office does a combination rough-in inspection and a combination final inspection. We will take the individual inspection requests, but the inspections will not be scheduled until all four trades have submitted their requests. All inspection requests must be submitted through the permit desk during **regular business hours (8:00 am – 4:30 pm)**. With that, please do not leave a voice message or fax inspection requests as we cannot guarantee that the request will be received in the timely manner needed to schedule your inspection.

Your cooperation in this is greatly appreciated.

**Finally, please be advised that our office will be closed on September 3, 2012 in observance to the Labor Day holiday.**

Most Respectfully  
Scott Price, CBO  
Building Official  
City of Central