

# **Silver Spring Township**

## **Inspection Scheduling Instructions - Important – Please Read**

- When you call in for an inspection, dial 717-591-9067 and hit 6 for Inspection Scheduling. You may also email inspections to [inspections@sstwp.org](mailto:inspections@sstwp.org) but *if you do not hear back within 2 hours, call in.*
- When you schedule an inspection you must provide the permit number, site address, inspection needed, contact name and phone number.
- Permits must be paid for before inspections can be scheduled.
- Work cannot progress to the next level of construction until approval is given.
- SST codes department requires 24 to 48 hour notice for all inspections. There is no mandated time or hours to perform inspections. The cut off for a next day inspection is 12:00 Noon.
- Failure to contact the Township, giving 24 hour notice (minimum), when rescheduling and/or canceling will lead to inspection fees being applied (see current fee schedule).
- Inspections are performed from 8:00 AM to 2:00 PM Monday through Friday.
- Inspections types are listed on the back of your permit card and should be ordered specifically from the list. The inspections you need are typically highlighted for you.
- Only the Permit Applicant, typically the owner or GC, should order inspections. One person should be coordinating all inspections.
- We cannot guarantee which inspector you will receive.
- Please have the yellow inspection card available for the inspector to sign at the scheduled inspection time. This signature card needs to be turned into SST upon completion of your project.
- Owner or authorized agent must be on site to sign inspection report at time of inspection.