



# DPIS Engineering, LLC

## PROCEDURES FOR REQUESTING INSPECTIONS

To order inspections, you may choose one of the following:

1. Phone = 281-351-0135
2. Fax = 281-351-0136
3. Email = [Donna.Graham@DPIS.com](mailto:Donna.Graham@DPIS.com)
4. DPIS web site online ordering visit [www.DPIS.com](http://www.DPIS.com)

You will receive an automatic faxed confirmation of your order if you have provided DPIS with your fax number.

Requests for inspections must contain the following information:

1. Address (including the community)
2. Legals (lot, block, section) & Plan number
3. Superintendent name, including cell phone, Nextel radio and fax number
4. Type of inspection
5. Date of requested inspection
6. If your company requires purchase orders, the po must accompany your order.

### **DEADLINE FOR REQUESTING NEXT DAY INSPECTIONS: 3:30 PM**

DPIS guarantees next day inspections for all phone orders, fax orders or email orders received before 3:30 pm. Late orders will be scheduled for the second business day. Purchase orders received late will cause your inspection to be scheduled for the second business day.

### **HOURS OF OPERATION: Monday through Friday**

DPIS Office hours: 8:00 AM to 5:00 PM

Inspection hours: anytime between daylight and dark – Monday through Friday.

Note: We do not guarantee a specific inspection time of day (am or pm) Exception: All placements are time specific. Placements may not start before 4 AM. Special requests for Saturday placements are accepted **only** if ordered by 5:00 PM Thursday **and** there is an available monitor.

**CANCELLATIONS:** No charge if the job cancels before the inspector arrives.

Exceptions: Placement monitoring cancellations must be received one and one half hours in advance or a “cancellation without notice” fee will apply.

### **AFTER HOUR EMERGENCY CONTACT:**

**DONNA GRAHAM – Dispatch Manager: cell 281-830-2191 or Nextel radio 46913**

**(This is NOT a 24 hour scheduling contact. This is for emergencies only)**