



COMMUNITY RISK REDUCTION MANUAL
ADMINISTRATIVE REQUIREMENTS
301.001 APPOINTMENT CANCELLATION
EFFECTIVE: JANUARY 2017

SCOPE

This policy clarifies the Department's requirements for cancelling new construction appointments.

PURPOSE

This policy has been established to provide direction for the cancellation of scheduled new construction inspection appointments.

REQUIREMENTS

In order to provide timely service to the industry, appointments are scheduled on the hour. Canceling an appointment with less than a one-hour notification will result in a reinspection fee in accordance with the currently adopted [Master Fee Schedule](#)

All requests for appointments must be made at least one (1) business day in advance.

PROCEDURES

For clarification, should it be necessary to cancel an appointment, cancellation must be completed at least one hour prior to the scheduled appointment. An 8:00 a.m. inspection appointment cancellation must be made by 4:30 p.m. the preceding day.

CROSS REFERENCES

City of Selma, Master Fee Schedule