



To All Builders & Contractors:

Permit Cards & Structure Access

Permit Cards

The City of Westfield enforces the requirement that the permit card document be posted on the site in a front window where the work is to be performed.

*The **permit card document** must be visibly posted in a front window for the inspector to see when arriving at the site in order to receive the requested inspection.

*If the **permit card document** is not posted, no inspection will be performed and considered failed.

*If the **permit card document** is lost or not legible you are required to replace it with a duplicate **permit card document**.

*If a re-inspection fee is assessed, it must be paid to receive the Certificate of Occupancy.

Structure Access

For any inspection requested, the dwelling must be unlocked and accessible either through the garage or front door. If the building is not accessible, it will be considered a missed inspection and charged according to the City's established fee structure.

Sincerely

A handwritten signature in black ink, appearing to read "Kevin Todd".

Kevin Todd
Community Development Director
City of Westfield