



MEMORANDUM

TO: Stakeholders and Contractors

FROM: José G. Roig, CBO
Building Inspections Division Manager/Deputy Building Official
Development Services Department

DATE: March 27, 2015

SUBJECT: New Cell Phone #'s for Building Inspectors

This memo is to inform you that Building Inspectors will begin using City issued cell phones on March 30th, 2015. Building Inspections will discontinue the use of pagers and will no longer have designated office phones. This is part of our ongoing effort to operate more efficiently and improve customer service to our stakeholders.

Building Inspectors will have new cell phone numbers that will be published on the City website and they will be also available as a handout at the Permit Center and at Building Inspection offices at One Texas Center, 505 Barton Springs Road.

Due to the fact that inspectors may not be able to answer phones while driving or performing an inspection, I will encourage all customers to send text messages to your inspector. It is helpful to include your permit number and/or address, and of course, please feel free to call your inspector directly during business hours. Our working hours are 7:00 am to 3:30 pm, Monday thru Friday.

Also note that all Supervisory and Administrative staff will continue to have a designated office phone. I have attached our phone listing for your convenience.

CC: Rodney Gonzales, Acting Director, Development Review Department
Greg Guernsey, Director, Planning and Zoning Department
Carl Wren, Assistant Director, Development Review Department
Tony Hernandez, Program Manager, Building Inspections Division
Carl Thompson, Chief Electrical Inspector
Trebora Brown, Chief Commercial Plumbing & Mechanical Inspector
Kelly Stilwell, Chief Residential Combination Inspector