



SPECIAL INSPECTION STANDARD

All special inspection reports for projects within the City of Olympia shall be submitted to a standard email at sireports@ci.olympia.wa.us. Please do not email to individual inspectors.

The following minimum requirements in the email will be required.

1. The City of Olympia **PERMIT NUMBER** shall be in the subject line of the email.
2. Include the job name in the subject line.
3. Include report number in the subject line.
4. Field Report Name in the subject line.

Sample email template.

