



# CITY OF KYLE

Building Department 100 W. Center Street  
Kyle Texas, 78640

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To: All interested parties

From: City of Kyle Building Department

**Subject: Cancellation of requested inspections**

## Notice

Effective Date November 30, 2023

The City of Kyle will only accept cancellation request for scheduled inspections until 2pm the day before the inspection. Those requests must be submitted in writing to [buildingdept@cityofkyle.com](mailto:buildingdept@cityofkyle.com).

In the event of weather-related cancellation needs, requests will be accepted until 8:30 am on the day of inspection. Those requests must be sent to the assigned inspector via text or phone call. Inspector contact information can be found here. <https://www.cityofkyle.com/building/building-contact-information> Weather related inspections are limited to water and sewer yard line inspections, plumbing rough and plumbing pre-pour/foundation inspections. Inspection staff are authorized to cancel inspections when weather events create practical difficulties for conducting inspections. It is the sole responsibility of the permit holder to cancel their inspection to avoid re-inspection fees.

Thank you,

A handwritten signature in black ink, appearing to read "Kelly Stilwell".

Kelly Stilwell CBO, I-2461  
Building Official  
City of Kyle