

Commercial/Industrial Project Inspection Requirements

- Only the project superintendent may call for inspections. In the event of the superintendent's absence, a person that has been appointed by the superintendent may call for inspections.
- Inspections must be requested prior to 6:00 AM of the business day. Do not request a time for the inspection. The inspector will schedule the time. Inspections may be requested no more than one week in advance. Building Division staff will not call to confirm inspections.
- The project address must be posted in a place that is visible from the street.
- The stamped "reviewed" set of plans must be on the site and readily accessible to the building inspector and the special inspector at all times. The "reviewed" truss calculations must be on the site prior to the roof nailing inspection.
- Any changes to the "reviewed" plans must be submitted to the Building Division, reviewed, and returned to the project before calling for an inspection that involves the change.
- The permit and special inspection forms shall be posted in the same location as the plans.
 The superintendent or his appointee shall be responsible to make sure the building inspector and the special inspector sign the proper paperwork.
- When special inspection is required, the special inspector shall perform the inspection, complete the inspection forms and leave a copy of any corrections prior to the city inspection.
 This paperwork must be posted with the building permit for the city inspector to review. The final letter must be received prior to the final city inspection.
- The building inspector will inspect all on-site improvements, except that, fire inspectors will inspect all fire suppression equipment.
- The Public Works inspectors inspect all off-site improvements. Note: The property line
 distinguishes between off-site and on-site.

phone:

fax:

TDD:

(925) 960-4410

(925) 960-4419

(925) 960-4104

Ladders complying with OSHA requirements must be provided for inspection.

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