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## General Inspection Information

### Scheduling your inspection:

To schedule an inspection, all you have to do is call the inspection line the day before or up to 6:00 AM of the day you need the inspection (925) 960-4430. In addition, you can schedule an inspection anytime you are visiting the Permit Center. Inspections can be scheduled up to one-week in advance if necessary. Inspections occur throughout each workday in two time segments; AM and PM. An evening time segment is available Tuesday and Thursday. The AM time segment is from 8:00 AM to 11:30 AM; the PM time segment is from 12:30 PM to 4:00 PM; and the Evening time segment is from 4:00 PM to 5:00 PM. A few things to remember when scheduling an inspection over the phone are:

- Provide the address of the project
- Provide the permit number
- Provide your name and phone number
- Provide the type of inspection you are requesting
- Provide the inspection time segment you would like

**Note: Evening inspections are not for new residential housing and commercial projects**

**Note: All inspections are scheduled as requested. You will be notified only if a scheduling change needs to occur. You may call 925-960-4445 between 7:00 AM and 8:00 AM for an approximate time the inspector should arrive.**

To aid the inspector in the inspection process, it is helpful to keep in mind the following points:

- Please have the address of the project clearly visible from the street
- The job foreman or superintendent needs to brief the inspector on the requested inspection
- The approved plans and specifications, permit envelope, and permit need to be on the jobsite and available
- For inspections requiring a ladder, provide a ladder that meets OSHA requirements (the ladder should extend a minimum of 36" above the edge of the surface to be accessed)
- Inspections of occupied building interiors require the presence of an adult (18 years or older)
- If an adult cannot be present for an inspection of the exterior of an occupied building, a note must be left on the front door or gate of any fenced area giving permission for the inspector to enter the area.

**Note: The inspector will not enter a yard where dogs are loose.**

**Smoke and carbon monoxide detectors will be inspected on permits beginning with "D" and "R"**

updated 7/31/15