

CODE COMPLIANCE INSPECTION REQUIREMENTS



Permit Application Center

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This document is provided for the convenience of our customers and is intended to provide only general information. Please contact our Permit Application Center for additional information on your specific project. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays by City staff.

A code compliance inspection permit is intended for inspection purposes only, to determine if construction meets building code. Please refer to the applicable submittal guideline prior to submitting for a building permit. A code compliance inspection does not take the place of a building permit, it determines only whether the structure meets minimum code compliance and provides a list of items to be completed to obtain minimum code compliance. Once the inspection is complete, you may still be required to pull further permits in order to comply with your code compliance inspection report to bring the construction up to code.

PRIOR TO INSPECTION

All applicable fees must be paid at the Permit Application Center, prior to scheduling the inspection.

THE FOLLOWING MUST BE PREPARED PRIOR TO INSPECTION.

ROOM ADDITION OR TENANT IMPROVEMENT WITHOUT PERMITS:

- Expose the footings so proper size can be verified.
- Expose all connections from the existing building to the addition, i.e. wall to wall, ceiling to wall, roof to wall, etc.
- Open the wall to expose the sill plate, framing and electrical, to allow lumber, attachment of the sill plate to the concrete, insulation and electrical wiring verification.
- Open the ceiling, so the insulation, duct work, and trusses or rafters can be verified.

FOR A PATIO COVER OR CARPORT CONSTRUCTED WITHOUT PERMITS:

- Expose the footings so proper size can be verified.
- Expose all connections from the existing building to the cover or carport, i.e. ledger connection (roof to wall), etc.
- Expose header, post, and rafters to verify lumber and size.

FOR A BLOCK WALL CONSTRUCTED WITHOUT PERMITS:

- Pothole the footing so proper size can be verified.

SCHEDULING INSPECTION

After all requirements are fulfilled, call 633-1581 to schedule a code compliance inspection.

AFTER INSPECTION

- A set of drawings, approved plans, and permits may still be required. You may be required to hire a design professional. The list of deficiencies provided during the code compliance inspection should be submitted with the plans to the Building Safety Department for approval.