

Building Inspection Procedures

Purpose: This handout provides instructions for scheduling building inspections after a building permit has been issued.

General: All construction and work for which a building permit has been issued shall be inspected and approved by Resiliency Permit Center building inspection staff as required by the California Building Code. All such construction and work shall remain accessible and exposed for inspection purposes until approved. It is the responsibility of the property owner or the property owner's agent to call for required inspections through each phase of the construction project. Work shall not be completed beyond the point indicated in each successive inspection without first obtaining the required approval. The building inspector will make the requested inspection and will either approve that portion of the construction, as completed, or issue a notice indicating corrections for that portion of work. The work shall not be covered or concealed until all corrections have been completed and that portion of the work approved. The inspection record card and approved construction plans must be maintained on the job site at all times and available for the building inspector. The building inspector will record approved inspections on the field inspection record card.

Required Inspections: The following is a list of required inspections for most building projects. Inspection requests should be grouped into these categories whenever possible. Other inspections, including special inspections, may also be required to ascertain compliance with the building code.

1. **Foundation Inspection:** shall be made after excavations for footings are complete, forms are constructed and any required reinforcing steel, UFER ground and seismic restraints are in place. Concrete shall not be poured until after the inspection. In addition, improvements required under Fire Safe Standards (FSS) such as an emergency all-weather access road, water supply and hydrant shall be completed prior to the foundation inspection.
2. **Concrete Slab Inspection:** shall be made after all in-slab drain/waste plumbing, water lines, mechanical ducts, hydronic systems and other ancillary equipment items are installed and before any concrete is poured.
3. **Under-floor Inspection:** shall be made when the under-floor structure is in place and rough plumbing, heating and mechanical are installed (water, waste water and gas piping strapped and under test; heat ducts installed, supported and insulated). Subfloor and floor insulation are not to be installed until inspection of the underfloor has been approved.
4. **Shear and Roof Nailing Inspection:** shall be made after bracing materials (roof and floor sheathing) are installed and all other structural connections are in place.
5. **Close-in Inspection:** shall be made when the structure is weather-proofed and all windows, framing, rough plumbing water (under test), rough electrical and mechanical are installed and complete. The insulation is installed after close-in inspection is approved.
6. **Drywall, Lath Inspection:** shall be made after all drywall or lathing (interior and exterior) is in place and before plaster or stucco is applied.

7. Special Inspections: all special inspections, when required, must be completed with daily reports available.

8. Final Inspection: shall be made after construction is complete and before the building is occupied. If special inspections are required, final signed special inspection reports must be submitted for review and approval. The building must be unlocked, or arrangement made for the building inspector to access the building. All appliances, electrical fixtures, convenience outlets, switches and plates must be in place. In addition to inspection of the completed building, final approval of the building permit to allow occupancy of the building is subject to final approval from zoning, well and septic or sewer, fire and any other required PRMD approval.

How To Request Inspections: Building inspection requests are made through the Automated Inspection Request System, SELECTRON, which is a computer system that allows callers to use a touch tone telephone to schedule and cancel building inspections from 6:00 a.m. to 12:00 a.m. (midnight) seven (7) days a week. In most cases, SELECTRON schedules inspections for the next working day. Please refer to the "Automated Inspection Request System" handout for complete instructions and inspection type codes. In order to schedule an inspection, the following is required:

1. Building permit number
2. Job address
3. Inspection type(s) (see "Automated Inspection Request System" handout)
4. Gate combination (if relevant)
5. Contact telephone number

If a touch tone telephone is not available, call 707-565-1788 Monday through Friday, between 7:30 a.m. and 4:00 p.m. to schedule an inspection. **Note:** Inspections cannot be scheduled for a specific time. Call SELECTRON at 707-565-3551 or call 707-565-1230 after 8:00 a.m. on the day of the inspection to get an approximate time of inspection.

Before the Inspector Arrives at the Job Site:

1. The site address must be posted or displayed at the road, visible from both directions, at any forks in the road and at the site (form CNI-002).
<http://www.sonomacounty.org/prmd/docs/handouts/cni-002.pdf>
2. The field inspection record card and approved plans must be on the job site and available for the inspector.
3. The owner, contractor or owner's agent must be present at the site for inspections in an occupied residence.
4. The work to be inspected must be complete and accessible for inspection.
5. If necessary, a sturdy ladder of sufficient length must be available for the inspection.

Note: Failure to meet these requirements will result in re-inspection fees being assessed.

CODE	INSPECTION TYPE	CODE	INSPECTION TYPE
101	GRADING ROUGH	166	ACCESSIBILITY COMPLIANCE
121	FIRE SAFE STANDARDS	144	WATER TANKS
103	FOUNDATION		SLAB
	FORMS/SETBACKS		WALLS
	FOOTING	174	ELECTRIC METER AUTHORIZATION
	WALLS	152	PANEL BOARDS/SERVICE
106	UFER GROUND	189	SEPTIC ELECTRIC FINAL
104	CAISSONS/PIERS	175	GAS METER AUTHORIZATION
105	SLAB	153	GAS PRESSURE TEST
107	U/G UTILITIES		HOUSE

110	MASONRY		YARD
109	RETAINING WALLS	190	MANUFACTURED HOME FOUNDATION
113	FIREPLACE	191	MANUFACTURED HOME INSTALLATION
	FOOTING		CONTINUITY
	HEARTH/PROTECTION		STAIRS/SKIRTS
	THROAT		RIDGE BOLTING
114	CHIMNEY	193	MANUFACTURED HOME COND. FINAL
120	UNDERFLOOR/UNDERSLAB, ALL		SWIMMING POOLS
115	HYDRONICS	197	VINYL/FIBERGLASS POOL EXCAVATION
116	U/F ELECTRICAL	194	PRE-GUNITE
117	U/F MECHANICAL	195	PRE-DECK
118	U/F PLUMBING	196	PRE-PLASTER/FENCE
119	U/F FRAMING		STORM WATER
139	U/F INSULATION	650	SUSMP INSPECTION
125	HOLD DOWNS	651	STORM WATER PRE-CONSTRUCTION
126	SHEAR WALLS	652	STORM WATER BMPs VERIFICATION
	INTERIOR	653	STORM WATER FINAL
	EXTERIOR		
127	DIAPHRAGMS	102	GRADING FINAL
	ROOF NAILING	176	ELECTRICAL FINAL
	FLOOR NAILING	177	MECHANICAL FINAL
134	SIDING/SHEATHING	178	PLUMBING FINAL
135	STUCCO/PLASTER	140	PROGRESS
	LATH		CLEARANCES
	SCRATCH		FIRE DEPARTMENT
130	TUB/SHOWER PAN		HEALTH DEPARTMENT
136	veneer		ZONING
132	CLOSE-IN		SANITATION
122	ROUGH ELECTRICAL	199	FINAL
123	ROUGH MECHANICAL		CERTIFICATE OF OCCUPANCY
124	ROUGH PLUMBING		SUPPLEMENTAL SERVICES/SEPARATE PERMIT REQ'D.
128	ROUGH FRAME	170	TEMPORARY OCCUPANCY
160	SMOKE DETECTORS	171	TEMPORARY ELECTRICAL
139	INSULATION/ENERGY REQUIREMENTS	172	TEMPORARY GAS
142	WALLBOARD		COMMERCIAL FIRE INSPECTIONS
143	FIREWALLS	770	SPRINKLER FINAL
137	ROOFING	771	ABOVEGROUND HYDROSTATIC
162	FIRE DAMPERS/DOORS	772	UNDERGROUND HYDROSTATIC
164	SUSPENDED CEILING	773	UNDERGROUND FLUSH
	ROUGH ELECTRICAL	774	THRUST BLOCKS
	ROUGH MECHANICAL	775	PIPE WELD
129	DECK	776	HYDRANTS/APPLIANCES
165	EXITING- RAMPS/STAIRS	777	PUMP ACCEPTANCE
163	HANDRAILS/GUARDRAILS	778	WATER SUPPLY/TANK
	RAMPS	779	ALARM SYSTEM
	CORRIDORS/DOORS	780	HOOD & DUCT SYSTEM
		781	ABOVEGROUND
		198	FIRE FINAL