

Building Inspection Procedures

CNI-004

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 Permit and Resource Management Department (PRMD) 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.

Note: A pre-construction meeting with the building inspector prior to the foundation inspection stage is recommended on commercial projects, complex residential projects and property owners who are unfamiliar with construction. Please call 707/565-1679 between 8:00 a.m. and 5:00 p.m. to schedule a pre-construction meeting.

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, 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.

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1103

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. Inspections in The Sea Ranch, Timber Cove, Annapolis, and areas north of the towns of Cazadero and Jenner are provided on Monday, Wednesday and Friday only. 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 565-1679 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 565-3551 or call 565-1900 after 8:00 a.m. on the day of the inspection to get an approximate time of inspection. If the inspection is scheduled on Wednesday, call 565-1679 between 8:00 a.m. and 10:00 a.m. for 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 (see form CNI-002).
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.