

USING THE SYSTEM

The main menu provides instructions on using the system. To return to the main menu press the * key. If information is not entered at the first menu within 10 seconds, your call will be transferred to the main PRMD number (during business hours) or to a voice mailbox (to leave a message outside normal business hours).

You will find that you can enter information as soon as **SELECTRON** begins to request it. While this makes the process much shorter, it is suggested that you listen to the entire dialogue until you are familiar with the system.

In the rare event that **SELECTRON** is not in service you can still schedule inspections. However, the validity of data (permit number, address, etc...) will not be verified. You will be transferred to voice mail to leave a message. Please leave your permit number, address, 3 digit inspection code number, and a phone number where you can be reached the morning of the next business day. This will allow staff to contact you should there be a question about your request.

REQUESTING AN INSPECTION

The cutoff time for **next business day** inspection requests or cancellations is 12:00 AM (midnight) on the previous day.

Inspections requested after midnight will be processed as though they were received on the following day.

Inspections may be requested on weekends and holidays for the next business day. See information under "HOLIDAYS".

Listen while **SELECTRON** repeats your entries back to you. If there are problems you will be given further information. In most cases you can press the # key to re-do an entry.

HOLIDAYS

If you call on the last business day before a holiday, the system will initially ask if you want to schedule your inspection on the holiday – press 1. After the system checks the calendar you will be told that your inspection could not be scheduled on the holiday, and that it has been scheduled for the next business day (the day and date are spoken back to you).

TO SCHEDULE OR CANCEL AN INSPECTION

- 1.To schedule an inspection for the next business day..... Press 1
To cancel an inspection Press 2
To hear the inspector's estimated arrival time Press 3
(You must call after 8am the day of the inspection)
To hear inspection results..... Press 4
- 2.Permit numbers begin with 3 letters (BLD, DEM, GRD, TEM, DRN, ENC, SEW, WAT, etc.) or 1 letter (B for building permits issued before 1999). Please enter the three letters at the beginning of your permit number. If there is only 1 letter, press 1, then enter the B as prompted.
- 3,Enter the 6 digits of your permit number. The address of the permit will be spoken back as a confirmation of your entry. If the street name is new and/or has not been voice recorded yet, only the street number will be spoken back.
- 4.Enter a 3 digit inspection code (see the lists on this handout). You will also be prompted to leave a job site telephone number (in case we need to contact the jobsite on the day of the inspection) and a gate code if necessary to gain access to the property.
- 5.At the end of the inspection request or cancellation process, you will be given a confirmation number. Be prepared to write down the confirmation number as a verification of your transaction. Information inquiry calls (such as the inspector's estimated arrival time or inspection results) do not receive confirmation numbers.

CANCELLING AN INSPECTION

All inspection cancellations must be requested prior to the cutoff time of 12:00 AM (midnight). Inspections requested for work which is not ready may result in the imposition of re-inspection fees. Cancelling an inspection is virtually the same as scheduling except that you will press 2 to cancel instead of 1 to request. If you must cancel an inspection request after the cutoff time, call the office at (707) 565-1900 between 8:00 and 8:30 AM.

BUILDING DIVISION INSPECTIONS

(For Permit Types BLD, DEM and TEM)

Code	Inspection Type	Code	Inspection Type
	Building Permit	176	electrical final
101	bldg pad grading, rough	177	mechanical final
102	bldg pad grading, final	178	plumbing final
103	foundations	189	septic electrical final
104	piers / piles	190	manufactured home fdn
105	slab	191	manufactured home instl (continuity/gas test/bolting etc)
106	ufer ground	194	swim pool pre-gunite
107	underground utilities	195	swim pool pre-deck
109	retaining walls	196	swim pool pre-plaster/fence
110	masonry block / brick	197	vinyl/fiberglass pool excav'n
113	fireplace	198	FSS/FIRE occupancy / final
114	chimney		Building Permit Final
115	hydronics		FSS/Fire occupancy / final
116	underfloor electrical	198	Permit Final
117	underfloor mechanical		Temporary Utilities
118	underfloor plumbing		temporary occupancy
119	underfloor frame	170	temporary electrical
120	underfloor, all	171	temporary gas
121	FSS foundation clearance	172	temporary trailer
122	rough electrical	173	electrical meter authorization
123	rough mechanical	174	gas meter authorization
124	rough plumbing	175	
125	hold downs		Fire
126	shear walls		133* FIRE – Close-in
127	diaphragms (roof nailing)	198	FSS/FIRE occupancy/final
128	rough frame	758	vegetation management
129	deck	770*	sprinkler final
130	tub / shower pan	771*	aboveground hydrostatic
132	close-in	772	underground hydrostatic
134	siding / wall sheathing	773	underground flush
135	stucco	774	thrust blocks
136	veneer	775	pipe weld
137	roofing	776	hydrants / appliances
139	insulation	777	pump acceptance
140	progress/consultation	778	water supply / tank
142	wall board	779**	alarm system
143	fire walls	780	hood & duct system
144	water tanks	781	aboveground tank/dispenser
152	electrical panels / service	782	Fire Mitigation
153	gas test		
160	smoke detectors		
162	fire dampers / doors		
163	handrails / guardrails		
164	suspended ceilings		
165	ramps / stairs		
166	accessibility compliance		

* 133, 770 and 771 must be scheduled by Sprinkler Contractor
** 779 must be scheduled by Alarm Contractor

ENGINEERING DIVISION INSPECTIONS

In April, 2007, the Engineering Division became responsible for the inspection of all grading permits. The one exception is the grading directly beneath a building structure (building pad, foundation, excavations, etc.), which continues to be the responsibility of the Building Division.

Previously the Engineering Division only inspected grading permits associated with subdivisions or road improvements in the County's right of way. The shift in responsibilities created some challenges in administering the grading program. One challenge is the different lead times needed to coordinate subdivision or road improvement related grading versus the lead times for other grading projects.

Note: "Day Notice" is "Business Days" in all cases below. While the majority of inspections require only one (1) day notice, some inspections require five (5) day notice and others require two (2) day notice. Five and two notice is required for the coordination of multiple parties (such as laboratory staff, inspection staff and contractor) primarily on road improvements, subdivisions and sewer mains.

Five Day Notice

200 site grading pre-construct
201 start work (grading)
211 striping & signage
212 lighting & signals
218 site grading pre-final
240 start work (encroachment)
430 start work (sewer)
699 permit final

Two Day Notice

202 resume activity
205 sub grade
209 pre-paving
210 paving
219 site grading final
449 sewer final
649 drainage final

Use the **SELECTRON** system to make your inspection request. If the inspection is a 2-day or 5-day notice inspection, you will be logged (on the next business day) as a "Request for an Appointment". You will be contacted by staff at the telephone number you leave with your request on or after that date to schedule the actual inspection day and time.

Write your Permit Number(s) here:

ENGINEERING DIVISION INSPECTIONS (For Permit Types DRN, ENC, GRD, SEW and WAT)

Code Inspection Type

Grading (GRD)

200 site grading, pre-const
201 start work
202 resume activity
203 site grading, rough
204 sub drain
205 sub grade
206 site improvement, pre-paving
207 concrete flatwork & ADA
208 pad certification
209 pre-paving
210 paving
211 striping & signage
212 lighting & signs
213 keying & benching
214 slope stability/retaining wall
215 soil report certification
216 special inspection
218 site grading, pre-final
219 site grading, final

Water Systems (WAT)

450 water field work compliance
451 water pipe installation
452 water encroach requirements
453 water well drawdown & yield
454 water system hydrostatic test
459 water system final

Encroachment (ENC)

240 start work (encroachment)
241 encroachment trenching
242 encr pipe / bedding
243 encr backfill / compaction
244 encr pre-paving
245 encr paving
249 encroachment final
250 public improvements warranty

Code Inspection Type

Drainage Systems (DRN)

640 trench (drainage pipe)
641 drainage pipe / bedding
642 pipe backfill / compaction
643 pipe structures
644 inlet / outlet erosion protection
645 swale(s)
649 drainage final

Sewer Systems (SEW)

430 start work (sewer)
431 resume activity
432 sewer trench
433 sewer pipe / bedding
434 sewer backfill / compaction
435 sewer testing
438 sewer manhole
439 septic tank dest w/sewer conn
440 grease interceptor
441 pump system
442 sewer pre-paving
443 sewer paving
449 sewer final

Storm Water

650 SUSMP Inspection
651 S/W pre-construction
652 S/W BMPs verification
654 S/W site investigation
655 S/W pre-rain season inspect
656 S/W enforcement compliance
657 S/W post-rain season inspect
659 Storm Water final

Engineering Permit Final

198 FSS/Fire occupancy/final
699 Permit Final

County of Sonoma Permit & Resource Management Department

AUTOMATED INSPECTION REQUEST SYSTEM

BUILDING & ENGINEERING

(707) 565-3551

What is the Automated Inspection Request System?

The Sonoma County Automated Inspection Request System (**SELECTRON**) is a computer system that allows callers to use a touch tone phone to schedule and cancel permit Inspections from 6:00 AM to 12:00 AM (midnight), 7 days a week.

SELECTRON schedules inspection requests for the next business day or logs requests for 2-day and 5-day appointments.

Inspections are limited in Sea Ranch, Timber Cove, Annapolis, and areas north of the towns of Cazadero and Jenner as follows:

Building Monday, Wednesday and Friday ONLY

Fire Monday and Friday ONLY

Sewer system inspections at Sea Ranch are done ONLY on the FIRST Thursday of each month.

A strong cell phone signal is needed to use the **SELECTRON** system. If you experience problems, we recommend calling from an area with a stronger signal or using a land line. **SELECTRON** will not function properly if you "text" responses to the voice requests. Touch tone keypad responses are required (e.g. BLD = 253, GRD = 473, SEW = 739, etc.).