
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. The AM time segment is from 8:00 AM to 11:30 AM; the PM time segment is from 12:00 PM to 3:30 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 the contact name and phone number
- Provide the type of inspection you are requesting
- Provide the inspection time segment you would like: AM or PM

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 on the day of the inspection for an approximate time window 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 or inspection card, 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.