



THE CITY OF SAN DIEGO

HOW TO OBTAIN

# Project Inspections

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION  
BULLETIN

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This Information Bulletin describes how to complete the construction process when projects are inspected by the City of San Diego.

## I. WHEN ARE INSPECTIONS REQUIRED?

All construction permits issued by the City of San Diego require inspection of the work to complete the process.

The scope of work will determine how many inspections are required to satisfy code requirements. It is the duty of the permit holder to schedule inspections and to have any required plans and Inspection Cards available for review and signature. Inspection Record Cards (DS-1798) are provided at permit issuance.

All work requiring inspections must remain accessible and exposed until approved by an authorized building official.

Where multiple inspections are required, work must not progress beyond the point where an inspection is required. The building official will make the requested inspections and either indicate on the inspection card that the work is satisfactory, or notify the permit holder that the work fails to comply with code. Any work that does not comply must be corrected and remain accessible until it has passed inspection.

A final inspection is required for every permit when all work is completed and before approval to occupy is given.

You may schedule inspections by phoning the City's Automated Phone Inspection Line at (858) 581-7111. The Inspection Line is available seven days a week between the hours of 7:00 a.m. and 10:00 p.m. The Inspection Line allows you to schedule inspections up to five days in advance; obtain the inspector's name and phone number; and obtain the status of the inspection. A valid permit number must be supplied at the time of inspection request. For information on permit expiration and extensions see Information Bulletin 117, Regulations Covering Permit Expiration and Extension.

## Documents referenced in this Information Bulletin

- DS-1798, Inspection Record Card, Posted at Construction Site by Inspector
- Circuit Card, (DS-1779)
- [Building Newsletter 17-1](#), Special Inspection Requirements on Plans
- [Information Bulletin 117](#), Regulations Covering Permit Expiration and Extension
- [Information Bulletin 202](#), How to Obtain a Permit for a Swimming Pool/Spa
- [Information Bulletin 205](#), Specifications for Carports
- [Information Bulletin 206](#), Specifications for Patio Covers
- [Information Bulletin 211](#), How to Obtain a Permit for Residential Decks
- [Information Bulletin 221](#), Minimum Requirements for Retaining Walls/Level Backfill
- [Information Bulletin 222](#), Minimum Requirements for Retaining Walls/Sloping Backfill
- [Information Bulletin 710](#), Permit Instructions, Procedures for Building Demolition/Removal

## II. BUILDING AND COMBINATION PERMIT INSPECTIONS

Section 108 of the California Building Code details the inspections required during building construction.

With a Combination Permit, the inspector can make several inspections at the same time. It is a good idea to speak with your inspector at the beginning of the job for help scheduling inspections and other assistance with issues that may arise.

Following is a summary of the requirements:

- Underground Inspection: This inspection is required before foundation inspection if any plumbing, mechanical or electrical elements are located below or in the slab.
- Foundation Inspection: Made after all trenches are excavated and forms are erected. All required reinforcing steel and hardware must be set in place. This inspection is made prior to the placement of concrete.

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C. Frame Inspection: Made after the roof, chimneys and vents, all framing, fire blocking and bracing are in place, all the rough mechanical, electrical and plumbing work is installed and plumbing work tested, inspected and approved.

D. Insulation Inspection: The inspector will determine if a separate insulation inspection is required, or whether it can be combined with another inspection.

E. Lath and Drywall Inspection: Made after all lath and/or wallboard, interior and exterior, is in place, but before any plastering is applied or before joints and fasteners are taped and finished.

F. Final Inspection: Made when all work is completed and ready for occupancy. All work must be inspected and approved prior to occupancy.

All final clearances set for the permit must have been completed and accepted by the responsible department or agency before final inspection can be requested. Final clearances are based on the scope of work and may include special inspection reports, soil compaction test results, landscaping approval, installation of water meters, etc.

When an engineering permit has been issued for public improvements or land development (grading), the work must be completed, inspected and approved before the final building permit inspection.

When water and sewer services are to be installed, the work must be completed and inspected by the Water Department prior to final building inspection. Paying for the services does not automatically schedule the work. Call (619) 527-7423 well in advance of the required installation date. Be prepared to provide the new service sequence number from the water and sewer receipt.

A copy of required final clearances is available any time after permit issuance. Call (858)492-5070 and a copy will be sent to you via fax or mail.

### III. ELECTRICAL, MECHANICAL AND PLUMBING/GAS INSPECTIONS

A. Rough Inspection is required while the work is accessible and exposed and a Final Inspection is required when the work is complete. No Inspection Record card is provided for work requiring only electrical, mechanical, and plumbing/gas inspections.

B. Circuit Card (Form DS-1779) must be completed

and provided to the electrical inspector at the Rough Inspection. Blank Circuit Cards are available at the Development Services Center or Inspection Services Office.

### IV. MISCELLANEOUS ACCESSORY STRUCTURES

Inspections for accessory structures are detailed in Information Bulletins as follows:

A. Patio Covers, Carports, Decks: These structures are described in Information Bulletin 211, How to Obtain a Permit for Residential Decks, 205, Specifications for Carports, and 206, Specifications for Patio Covers.

B. Retaining Walls: Retaining wall inspections are described in Information Bulletin 221, Minimum Requirements for Retaining Walls/Level Backfill, and Information Bulletin 222, Minimum Requirements for Retaining Walls/Sloping Backfill.

C. Swimming Pool/Spa: Swimming pool/spa inspections are described in Information Bulletin 202, How to Obtain a Permit for a Swimming Pool/Spa.

### V. BUILDING DEMOLITION AND REMOVAL

Building demolition and removal inspections are described in Information Bulletin 710, Permit Instructions, Procedures for Building Demolition/Removal.

### VI. REINSPECTIONS

Permits include fees for the inspections described above. In certain circumstances where inspections are requested and the work is not ready, or where numerous additional inspections are required, reinspection fees may be assessed. All reinspection fees must be paid before further inspections will be made. Reinspection fees may be paid at the Development Services Center, 1222 First Avenue, or by check, Visa, Mastercard or money order at the Inspection Services Office at 9601 Ridgehaven Court, Suite 220.

### VII. SPECIAL INSPECTIONS

If special inspections are required, a Special Inspection Agreement, signed by the property owner and the contractor, will be filed at the time the permit is issued. It is the responsibility of the permit holder to assure that special inspections are performed and reports filed with the City of San Diego prior to obtaining approval for certain inspections. Final summaries for special inspections and a final soils report are required to be on file before scheduling a final inspection. See Building Newsletter 17-1, Special Inspection

Requirements on Plans, for further information. Questions regarding special inspections should be addressed to the plan checker for the project at (619) 446-5400.

#### **VIII. AFTER HOUR INSPECTIONS**

After Hour Inspections are available by special arrangement.

After Hour Inspections cost approximately \$299 for up to two hours of service. The cost is dependent upon when the permit was issued, so PLEASE CALL IN ADVANCE if you will be using a pre-made check to pay for the After Hour Inspection. We will need your approval number. Additional time beyond the first two hours will be charged at approximately \$99 per hour.

After Hour Inspections are performed before 7:00 a.m. and after 4:00 p.m. Monday through Friday, as well as on agreed upon times on Saturdays, Sundays and holidays.

There is only one location to pay for and schedule these inspections. Please go to the Inspection Office in Kearny Mesa at 9601 Ridgehaven Court, Suite #220, San Diego, CA 92123 by 2:00 p.m. for evening or next morning inspection. At that time we will attempt to contact an inspector(s) in the field to see if one is available to do the inspection.

Since After Hours Inspections are subject to inspector availability, its imperative you schedule these as far in advance as possible.

Payment must be made prior to inspection. We accept check, money order, Visa and Master Card. All payments must be made in person.

For further information please call the inspection office at (858) 492-5070.