

Inspection Record – Simple Permits

FORM
DS-405
April 2023

Project Information	
Street Address	PMT #
Scope of Work	Issue Date

- Approved documents, including the inspection record card, must be available on the job site for all inspections.
- Each stage of the work shall be exposed for inspection and receive approval before covering.
- Stormwater inspections: Construction Stormwater Best Management Practices (BMPs) will be inspected and shall be maintained per all state and local requirements.
- Once an approval number is available, inspections shall be scheduled by calling 858-581-7111 or visiting sandiego.gov/DSD and clicking on the "Schedule an Inspection" button.

Permit Type	Underground		Rough		Final	
	Date	Inspector	Date	Inspector	Date	Inspector
Water Heater (with tank)						
Water/Sanitary Repair						
Water Softener						
Pressure Reducing Valve						
Water/Sewer Repair						
Drain Repair						
Wall Furnace						
Heat Pump						
FAU/AC						
Restore Gas Service						
Gas Piping Repair						
Split Unit/Heat Pump						
Temporary Power						
Exhaust Fan						
Electrical Vehicle Charger						
Electrical Service						
Adding Circuits						
Rooftop Solar PV						

IMPORTANT INFORMATION:

1. Inspection results and permit information are available online by visiting www.sandiego.gov/DSD and clicking "Search for Status of My Project."
2. It is the responsibility of the contractor or owner to schedule all required inspections.
3. Field inspections are performed Monday through Friday, 8:30 a.m. to 3:30 p.m.
4. An adult must be present for all inspections unless other arrangements are made in advance.
5. **A high volume of inspection requests may result in some inspections not being completed on the day requested.**
6. If you need confirmation or a time frame for an inspection, leave a message for the inspector the night before the scheduled inspection date or before 7:45 a.m. on the day of the inspection. Clearly provide your address, approval number and a callback phone number. The inspector will return your call on the morning of the inspection with an anticipated time frame.
7. Inspectors are available by phone on normal business days from 7:15 to 7:45 a.m. Voicemails left afterward may not be returned until the following business day. Voicemails can be left at any time for the inspector. To research their number, visit www.sandiego.gov/DSD, click on the Contact Us button, search for the inspector's name using the Staff Directory, or call 858-581-7111.
8. After-hour inspections are offered for an additional fee based on staffing availability. See Info Bulletin 120 Project Inspections on our website for more details.
9. Construction hours are 7 a.m. to 7 p.m., Monday through Saturday, excluding holidays.
10. Work performed during hours other than those noted above requires a permit from the code enforcement section. Call 619-236-5500 for information.
11. A traffic control permit is required for any materials, work, or trash containers that encroach into the public right of way. For more info, call 619-446-5150 or see Information Bulletin 177, available at www.sandiego.gov/sites/default/files/dsdib177.pdf.
12. A permit shall expire if substantial work authorized by the permit has yet to be completed and validated by an inspection within 180 calendar days of the date of permit issuance or if the work authorized by the permit is suspended or abandoned for 180 calendar days. Under certain conditions, an extension to a Building Permit may be granted per SDMC 129.0219. Call 858-492-5070 for more information.

GENERAL BUILDING INSPECTION REQUIREMENTS:

Required inspections noted below are mandatory, and inspection approval of all work shall be obtained before covering or concealing any work. The following inspections are listed to guide the permit holder in scheduling inspections. This list may only be inclusive of some required inspections.

1. **UNDERGROUND:** Performed after all trenches are excavated and all required underground electrical, mechanical, plumbing, fire service and stormwater components are correctly installed. Systems requiring testing shall be "under test" upon the inspector's arrival.
2. **ALL FRAME & ROUGH:** Performed after all rough floor, wall, and roof framing is complete and all electrical, mechanical, plumbing, fire alarm and fire sprinkler components are properly installed within the structure. A completed and signed City of San Diego Electrical Circuit Card is required for inspection of any electrical components or systems not shown on approved electrical drawings. **Note:** Insulation shall not be installed until inspection approval of this work is obtained.
3. **FINAL INSPECTIONS:** Final inspection (approval to occupy) will be made after all other dependent approvals have been completed and approved.

RE-INSPECTION FEES:

A re-inspection fee may be assessed for an inspection or re-inspection when:

- An inspection has been requested for incomplete work.
- Corrections previously noted have not been made.
- Work has been concealed without inspection approval.
- Access is not provided on the date the inspection is requested.
- The inspection record card and/or approved plans are not readily available to the inspector.
- Stormwater Best Management Practices (BMPs) are not in place or functioning properly.

If re-inspection fees are assessed, additional inspections will be performed once the required fees have been paid.

For more information, news and updates concerning the development process, please visit www.sandiego.gov/DSD.

Visit sandiego.gov/DSD.

Upon request, this information is available in alternative formats for persons with disabilities.

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