

FORM
DS-1798
July 2025

Inspection Record Card

Important Requirements:

1. **Display:** The Inspection Record Card must be displayed prominently at the project site.

2. **Availability of Documents:** Approved plans and documents, including the Inspection Record Card, must be available on the job site for all inspections. Each stage of work must remain exposed for inspection and receive approval before being covered.

3. **Storm Water Inspections:** Construction Storm Water Best Management Practices (BMPs) will be inspected throughout the project's duration and must comply with all state and local requirements.

4. **Scheduling Inspections:** Inspections must be scheduled in advance using one of the following 24/7 options. Contacts listed on a PMT can schedule the time and date for inspections at **sandiego.gov/DSDportal**, or call the automated phone line at 858-581-7111.

Project Information							
Project Address:				Project Number:			
Scope of Work:				Date			
Permit Type		PMT Number		Permit Type		PMT Number	
Building				Fire Suppression			
Electrical				Fire Alarm			
Mechanical				Underground Fire Service			
Combination				Tank/Hazardous Materials			

Underground	Type of Inspection	Date	Inspector	Mechanical & Plumbing Rough	Type of Inspection	Date	Inspector
	Electrical outside of Building				Gas Piping		
	Electrical under Building				Gas Pressure		
	Gas Piping/Pressure				Grease Duct(s)/Hood(s)		
	Grounding Electrode System				Grease Trap(s)		
	Sanitary Plumbing under Building				Hazardous Material Piping Tank		
	Storm Water System				Heating/Duct(s)/Vent(s)		
	Underground – Flush				Roof/Deck Drain		
	Underground – Hydro				Sanitary Plumbing		
	Underground – Visual				Water Piping		
	Water Piping under Building				AC/Heating/Refrigeration/Ventilation		
	Water Service Comm/Water Res				Plumbing/Gas		
	Electrical outside of Building				“Built-Up” Tub(s) or Shower Pan(s)		
					Air Conditioning/Refrigeration		
Foundation	Accessibility				Cross Connection (Backflow)		
	Footing(s)				Environmental Air System(s)		
	Foundation Wall(s)			Framing Rough	Exterior Wall Construction		
	Masonry Pre-grout–Lift 1____Lift 2____				Interior Wall Construction		
	Piling(s)/Caisson(s)/Etc.				Floor System(s)		
	Pool Deck Bonding/Steel				Roof System(s)		
	Pool Pre-plaster/Light Potting				Shear Wall(s)		
	Pool Shell Bonding/Steel				Height		
	Public Improvements – Form Set			Accessibility			
	Slab(s)			Fire Rough	Fire Alarm(s) – Rough		
Special Inspection(s)			Special Suppression System				
Wall Drainage System(s)			Fire Sprinkler(s) – Rough				
Electrical Rough	Ceiling/Suspended Ceiling			Coverings			
	Circuit Card				Drywall		
	Circuit(s) Interior/Exterior				Exterior Lath		
	Service Equipment			Interior Lath /Backer Board			
	Sub Feed/Misc. Equipment			Site	Suspended Ceiling System		
Walls			Landscape- Paving (619-980-7208)				
			S/W PBMP Landscape (619-980-7208)				
			Mitigation Monitoring (858-627-3360)				
Insulation	Insulation – Attic(s)/Ceiling(s)/Soffit(s)						
	Insulation – Floor(s)						
	Insulation – Roof(s)						
	Insulation – Wall(s)/Sound Transmission						

Additional Inspections	Additional Inspections	Date	Inspector	Final Inspections	Final Inspections	Date	Inspector
					Fire Alarm(s)		
					Fire Sprinkler(s)		
					Smoke Control		
					Fire Pump		
					Special Suppression System		
					Kitchen Hood		
					Hazardous Material Piping Tank		
					Landscape – (619-980-7208)		
					Mitigation Monito – (858-627-3360)		
					Grading		
					Electrical		
					AC/Heating/Refrigeration/Ventilation		
					Range Hood(s)/Vent(s)		
					Plumbing/Gas		
					Accessibility		
					Structural		

I. Inspection Information

- Visit sandiego.gov/DSDportal for inspection results and permit info. Call **858-581-711** to schedule, cancel or check inspection results anytime.
- The contractor or owner must schedule all required inspections.
- Field inspections are performed Monday through Friday, from 8:30 a.m. to 3:30 p.m.
- An adult must be present for all inspections, unless other arrangements are made in advance.
- High volumes of inspection requests may result in some inspections not being completed on the day requested.
- For 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. Provide your address, approval number, and a call-back phone number. The inspector will call you back the morning of the inspection with a time frame.
- Inspectors are available by phone on normal business days from 7:15 to 7:45 a.m. Messages left after this time may not be returned until the following business day. Messages can be left at any time. Inspector phone numbers can be found at sandiego.gov/DSD or by calling 858-581-7111.
- After-hours inspections are offered for an additional fee, based on staffing availability. Call 858-581-7111 for information.
- Noise permits are required when conducting any construction activity between 7 p.m. and 7 a.m. during weekdays, Saturdays and all-day Sundays and holidays. A Traffic Control Permit is necessary for any materials, work, or trash containers that encroach into the public Right of Way. Please refer to Information Bulletin 177 for more details.
- If you receive an error related to fees needing to be paid on the parent record, please request further assistance with your issued projects by sending an email to DSD-inspection-proj-mgr@sandiego.gov.
- Special Inspections are inspections conducted by third parties. They are in addition to City inspections and are not a substitute. To submit Special Inspection Final Reports for your project, send via email to your inspector district or DSD-Sp-Insp-Reports@sandiego.gov

II. Permit Information

A permit shall expire if substantial work authorized by the permit has not been completed and validated by an inspection within 12 months of the date of permit issuance, or if the work authorized by the permit is suspended or abandoned for a period of 12 months. Under certain conditions, an extension to a Building Permit may be granted per SDMC §129.0219. Review Information Bulletin 117 for more information.

III. General Building Inspection Requirements

- The following inspections are mandatory and must be approved before covering or concealing any work. This list guides the permit holder in scheduling inspections and is not inclusive of all required inspections:
- A. Pre-Construction Meeting:** May be required to clarify issues related to coastal exemptions, height, historical resources, the number of bedrooms, floor area, and high-priority stormwater projects. The contractor or owner must schedule all required pre-construction meetings with the appropriate staff before commencing any work. Refer to the Inspection Plan for additional information.
 - B. 1st Floor System:** Performed after all floor framing components and all rough electrical, mechanical, and plumbing components are installed beneath or through the floor system(s) and ready for inspection. Insulation or floor sheathing must not be installed until inspection approval of this work has been obtained.
 - C. 2nd Floor and Above Floor Systems/Sheathing:** Performed after all floor framing components, including hardware and floor sheathing, are installed.
 - D. 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 Electrical Circuit Card (DS-1779) is required for the inspection of any electrical components or systems not shown on approved electrical drawings. Note: Insulation must not be installed until inspection approval is obtained.
 - E. Exterior Wall Framing:** Performed after exterior wall framing is complete, all doors and windows are installed, and all exterior penetrations and openings are properly flashed.
 - F. Foundation:** Performed after foundations are excavated, forms erected, reinforcing steel installed, and hardware inserts tied in place.
 - G. Masonry Pre-Grout:** Performed after each lift of masonry units is erected up to a maximum height of five feet if cleanouts are not provided, and up to a maximum height of eight feet when cleanouts are provided. All hardware and reinforcement must be in place at the time of inspection.
 - H. Roof System:** Performed after all roof framing components and roof sheathing are installed. Where multiple layers or levels make up a roof system, inspection approval is required for each layer or level before installing the next layer or level of roof system components.
 - I. Underground:** Performed after all trenches are excavated and all required underground electrical, mechanical, plumbing, fire service, and stormwater components are properly installed. Systems requiring testing must be "under test" upon the inspector's arrival.
 - J. Wall Drainage Piping:** Must be installed and inspected a minimum of seven days after walls are grouted or poured, but before wall backfill materials are installed.