



Project Inspections

CITY OF SAN DIEGO DEVELOPMENT SERVICES
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This Information Bulletin describes how to prepare for and schedule inspections for projects within the City of San Diego.

I. WHEN ARE INSPECTIONS REQUIRED?

All permits issued by the City of San Diego require inspections and approval prior to use. The scope of work will determine how many inspections are required to satisfy code requirements. It is the responsibility of the permit holder to schedule inspections and to have any required plans, reports, Circuit Cards (DS-1779), and Inspection Cards available for review and signature. Inspection Record Cards (DS-1798) are provided at permit issuance. If there are any questions about required inspections, please contact your inspector.

II. PREPARING FOR INSPECTIONS

The following are minimum requirements in preparing for inspections:

A. An adult (minimum of 18 years old) shall be present to allow access to the inspection site. Only qualified individuals shall provide access to or de-energize any electrical equipment.

B. Minimum Access Requirements:

1. Compliance with Cal-OSHA safety requirements is mandatory.
2. All work requiring inspections must remain accessible and exposed until approved by the inspector.
3. A safe path of travel shall be provided to and throughout the inspection site. Crawl spaces must be dry, free of obstruction and safe for inspectors.
4. Any ladders and illumination shall be set in place.

C. All manufacturer installation manuals, documents, and approved plans with all associated documentation shall be made available to the inspector.

D. All adopted Municipal and California codes will be enforced for all inspections.

Storm water inspections are a critical component of every inspection. The inspection site shall be kept clean to control or eliminate

Documents referenced in this Information Bulletin

- [Information Bulletin 117](#), Regulations Covering Permit Expiration and Extension
- [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
- Inspection Correction Notice, DS-13
- Request for Fire Inspection, [DS-162](#)
- Door Hanger Card, DS-1405
- Circuit Card, [DS-1779](#)
- Inspection Record Card, DS-1798, *Posted at Construction Site by Inspector*
- [Building Newsletter 17-1](#), Special Inspection Requirements on Plans

sources of storm water pollutants from reaching nearby sensitive water resources or storm drains.

E. Inspectors cannot conduct inspections where household pets are loose or tied up nearby. All household pets must be secured away from the inspection site.

F. Communicate to the inspector any special instructions such as gate access codes, contact phone numbers, etc.

Where multiple inspections are required, work must not progress or be concealed beyond the point where an inspection is required. The inspector will conduct the scheduled inspection and indicate on the Inspection Record Card (DS-1798), the approved plans, or a Door Hanger Card (DS-1405) that either the work complies with codes/approved plans or that the work failed inspection in which case a Correction Notice (DS-13) will be issued. All non-compliant work must be corrected and

remain accessible until the work has passed inspection.

Non-fire related inspections can be scheduled by contacting 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. Inspections can be scheduled up to five days in advance. Once a permit is obtained, customers receive an assigned inspector's name, a phone number, and an inspection status from the inspection line.

A valid approval number must be provided at the time any inspection is requested. Customers who schedule inspections by 10:00 p.m. during the weekday will be eligible for next day inspections. On the day of the scheduled inspection, customers shall contact their assigned inspector before 8:00 a.m. to provide the inspection site address, and call back phone number. The assigned inspector will return the customer's call to confirm if the requested inspection can be conducted. Customer voice mails after 8:00 a.m. will be returned the next business day. Due to the high volume of calls, all inspection requests may not be conducted on the day they are scheduled. In such cases, inspections will be performed on the next available business day.

III. BUILDING AND COMBINATION PERMIT INSPECTIONS

With a Combination Permit, the inspector can perform several inspections concurrently. It is advisable to speak with your inspector at the beginning of the job to address issues that may arise.

The following is a summary of requirements for the various inspection types:

A. Storm Water Inspections

Conducted concurrently with every scheduled inspection. Storm Water Best Management Practices (BMPs) shall be properly installed and functioning at all times to ensure construction sites are in compliance with all applicable Storm Water laws and regulations. Failure to comply with BMP requirements may prevent further inspections, and be subject to re-inspection fees and/or additional fines from the City's Storm Water Department.

B. Underground Inspections

Required when any plumbing, mechanical and electrical elements are located below or

within the foundation/slab/lot or below grade anywhere on the property.

C. Foundation Inspections

Special Inspection and Soil Reports are required prior to foundation approval, and shall be submitted to the inspector. Foundation inspections are performed prior to the placement of concrete, and after all trenches are excavated and forms erected. All reinforced steel, hardware, grounding electrodes, and related Mechanical, Plumbing and Electrical (MPE) components shall be set in place when the inspection is scheduled.

D. Floor Framing Inspections

Conducted for each floor system after all floor framing, sheathing and hardware is set in place. All diaphragm, drag and shear transfer nailing shall be completed as required on the approved set of plans and prior to plating walls. If there is a crawl space or limited access below the floor joists, a separate inspection will be required before floor sheathing is installed. In such cases, all required MPE work must be installed and inspected concurrently. The inspector will determine if a separate insulation inspection is required after the above-mentioned items are inspected. No insulation shall obscure any MPE work prior to the inspection.

E. Roof System Inspections

Conducted for each roof system after all roof framing, sheathing and hardware are set in place. All diaphragm, drag and shear transfer nailing shall be completed as required on the approved set of plans. The building height will be verified for compliance during the inspection. Special roof designs (i.e., over-stacks) may require multiple inspections.

F. Exterior Wall Framing Inspections

Conducted after exterior wall framing is complete, and when all doors, windows, and other penetrations with related flashings are installed. All MPE components that may impact the structural integrity of walls must be installed.

G. Rough Frame Inspections for Combination Permits

Conducted after the roofing materials are installed or stacked on the roof. All chimneys, vents, framing, hardware, fire blocking, bracing and windows must be set in place. All rough MPE work must be installed. Gas, water, fire sprinklers and sanitary systems shall be tested

per code by the installer, and maintained until approved by the inspector.

H. Rough Frame Inspections for Building Permits

Conducted after roofing materials are installed or stacked on the roof. All chimneys, vents, framing, hardware, fire blocking, bracing and windows shall be set in place.

Commercial and multi-family projects require separate MPE permits. Prior to scheduling a framing inspection, all rough work for MPE permits must be installed, inspected and approved. Gas and water systems shall also be tested per code by the installer, and maintained until approved by the inspector.

An Electrical Circuit Card (DS-1779) shall be completed, signed and provided to the inspector for all electrical work when circuiting is not shown on the approved set of plans.

If Special Inspection or Soil Reports are required, all daily reports and final summaries shall be completed and submitted to the inspector for review at the appropriate inspection. Failure to do so may delay future inspections.

I. Insulation Inspections

Conducted after the building is made weather-tight and all insulation is installed and properly secured in place, and all foam, caulking or sealing is completed. The inspector will determine if a separate insulation inspection is required, or if the insulation inspection can be combined with another inspection.

J. Exterior/Interior Lath, Backer Board and Drywall Inspections

Conducted after all interior and exterior lath and/or wallboard is in place and before any plastering or stucco is applied or before joints and fasteners are taped and finished.

K. Inspections of Fire Alarms & Fire Suppression Systems

Conducted for fire alarm systems, fire suppression systems, and hazardous materials. Rough inspections shall be performed prior to covering. To schedule an inspection, customers must complete a Fire Inspection Request Form (DS-162). Once the City receives a request for an inspection, staff will schedule the inspection at the next available time and confirm the inspection date with the requestor. On the day of the inspection, an inspector will call

before 10:00 a.m. to provide a 2-hour window to perform the inspection.

L. Other Required Inspections

Conducted by other City departments (i.e., Fire, Landscaping, Engineering, etc.) prior to scheduling a final inspection.

M. Final Inspections

Conducted when all work is complete and ready for occupancy including having all issues resolved, corrections made, fees paid, and special inspection reports received and approved. All final inspection reports shall be submitted and approved by the field inspection office prior to requesting any occupancy or final inspection. Commercial and multi-dwelling unit projects require that all associated MPE permits, fire, landscaping, grading and right-of way work pass Final Inspection prior to requesting a Final Inspection on the Building Permit.

All inspection issues listed on the Inspection Plan for the permit must be cleared by the responsible department before Final Inspection can be requested. Issues are based on the scope of work and may require sign off by other City departments (i.e., Engineering & Capital Projects, Landscaping Inspection, Mitigation Monitoring, Public Utilities, etc.).

When water and sewer services are installed, the work must be completed and inspected by the [Public Utilities Department](#) prior to Final Inspection of the Building Permit. Please note that paying for these services does not automatically schedule inspections. Customers should call (619) 527-7424 in advance of the required installation date. Customers should prepare to provide the new service sequence number from the water and sewer receipt.

IV. MECHANICAL, PLUMBING AND ELECTRICAL INSPECTIONS

A. Rough Inspections

Conducted while work is accessible and exposed. The gas, water, drain, waste, and vent systems shall be tested per code by the installer, and maintained until the inspection is performed.

All MPE work must be inspected and approved prior to being covered or concealed. Final Inspections are required when the work is complete. An Inspection Record card is not issued for work requiring only MPE inspections.

For work approved under MPE permits, a Door Hanger Card (DS-1405) or notice (DS-13) will be issued.

B. Circuit Cards (Form DS-1779)

Must be completed and provided to the electrical inspector at Rough Inspection when plans are not provided or circuiting is not shown on the approved set of plans.

C. Air Conditioners and Furnaces

If obtaining a Mechanical Permit to install a new air conditioner and/or furnace, a separate Electrical Permit is required if electrical circuits/devices are installed or modified to provide power to mechanical devices. Customers shall comply with the following requirements:

1. If an air conditioner/forced air unit is located in the attic, prepare to have a Cal-OSHA compliant ladder ready for use by the inspector. Ladders must be long enough to extend into the attic.
2. Truss systems need to be designed for installation of mechanical equipment supported by the trusses.
3. The installation of equipment must follow manufacturer specifications.
4. Observe manufacturer specifications for providing combustion air.

D. Wall Heaters

The installation of wall heaters requires a Cal-OSHA compliant ladder(s) be available and secured in place for use by the inspector. Ladders must be long enough to reach the attic and above the walking area of the roof.

F. Tankless Water Heaters

If obtaining a Plumbing Permit to install tankless water heaters, a separate Electrical Permit is required if electrical circuits are installed or modified to provide power to the heater ignition and/or circulation systems.

G. Leak Repairs

Customers shall comply with the following requirements for the inspection of leak repairs:

1. Access to all piping must be provided, and appliances must be capped off.
2. Gas lines must be able to hold 10 p.s.i. for 15 minutes on a 15 lb. gauge or 15 p.s.i. on a 30 lb. gauge. Do not use a 60 lb. gauge.
3. Gas systems must be pumped up with air to at least half the pressure of the gauge, but at no point less than 10 p.s.i.
4. Gas systems must be in test mode at least 15 minutes prior to a scheduled inspection.

5. Corrugated Stainless Steel Tubing (CSST) is required to be installed by a certified pipe installer.

H. Electrical Inspections

Customers shall comply with the following requirements for electrical inspections:

1. A Cal-OSHA compliant ladder must be made available for use by the inspector if roof access is required.
2. An adult (minimum of 18 years old) must be present to allow access to electrical equipment for inspection.
3. All approved plans, circuit cards, and other required documents must be made available to the inspector.
4. All manufacturer installation manuals for any electrical equipment must be made available to the inspector.
5. If the electrical service is upgraded, an SDG&E service order request form must be provided to the inspector.
6. Exterior electrical equipment and associated wiring/piping are required to be caulked and flashed to prevent water intrusion into walls.
7. Neighborhood Code Compliance cases require a hard copy of the correction notice that was prepared by the code inspector.

V. MISCELLANEOUS ACCESSORY STRUCTURES

Inspections for accessory structures are detailed in the Information Bulletins listed below:

A. Patio Covers, Carports, & Decks

Please see detailed information in Information Bulletin 206, "Specifications for Patio Covers," 205, "Specifications for Carports," and 211, "How to Obtain a Permit for Residential Decks."

B. Retaining Walls

Please see detailed information in Information Bulletin 221, "Minimum Requirements for Retaining Walls/Level Backfill," and 222, "Minimum Requirements for Retaining Walls/Sloping Backfill."

VI. BUILDING DEMOLITION

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

VII. REINSPECTIONS

Reinspection fees may be assessed when customers schedule inspections and the work is not ready for inspection. In such cases, all

reinspection fees must be paid before inspections are continued. Reinspection fees shall be paid at either the Development Services Department located at 1222 First Avenue or the Inspection Services Office located at 9601 Ridgehaven Court, Suite 220.

Note: cash is not accepted at the Inspection Services Office.

Ridgehaven Court, Suite 220 or by calling the office at (858) 492-5070.

The City accepts check, money order, Visa and Master Card (Note: cash is not accepted at the Inspection Services Office). All payments must be made in person. Checks and money orders shall be made payable to the City Treasurer and drawn on U. S. banks.

VIII. OPTIONAL ENHANCED INSPECTION SERVICES

The City's Development Services Department (DSD) is committed to working with our customers by offering enhanced inspection services when available. The following inspections may be scheduled depending on availability:

A. Overtime inspections

Overtime inspections may be available based on staffing levels. If available, inspections may take place before 7:00 a.m. or after 4:00 p.m., Monday through Friday or during the weekends. Customers should provide 48 hours advance notice when requesting for an after hours inspection. The City will respond within 24 hours or sooner to all requests.

Overtime inspections are charged \$254.00 based on two hours of inspection time. All fees must be paid prior to conducting an after hours inspection. Additional time beyond the first two hours will be charged at the established hourly rate of \$127.00. Should customers have questions regarding the scheduling of an after hours inspection, contact the Inspection Services Office at (858) 492-5070.

B. Guaranteed Inspections

Guaranteed Inspections are available to ensure that requested inspections are performed on the day they are requested. Guaranteed inspections are performed during normal business hours, from 7:00 a.m. to 3:30 p.m. Monday through Friday, except on holidays. Guaranteed Inspections are charged \$127.00, and the time allotted for this inspection shall be one half hour.

Additional inspection time is subject to the Inspector's workload for that day. Guaranteed Inspections must be scheduled and paid for at least one day in advance.

All requests for enhanced inspection services must provide an approval number and site address. For more information, visit the Inspection Services Office located at 9601