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## Building Department - Permit Inspection Requirements

To request an inspection, call (925) 960-4430. Online inspection requests can also be submitted on the [City website](#). Inspections must be requested no later than 11:00 PM the day before you need the inspection. To receive your estimated one-hour arrival time, call (925) 960-4445 between 7:00 AM and 8:00 AM on the day of your inspection. **Inspection request confirmations are not returned from the inspection request recorder.** If you have questions or need to cancel an inspection, please call (925) 960-4410. Cancellations must be made prior to 8 AM on the day of the inspection.

The project address must be visible from the street.

All approved plans, permit and inspection records must always be on the jobsite and readily accessible to the building inspector and the special inspector.

Deferred submittals and revisions to the “approved” plans must be submitted to the Building Division for review and approval.

When special inspections are required, a binder containing the profile and copies of certifications and qualification matrix for all special inspectors assigned to the site must always be present. A “passed” special inspection report shall be provided prior to the city inspection. This paperwork must be posted with the building permit for the city inspector’s review. The special inspector’s final affidavit must be received prior to the final city inspection.

There must be an adult present for any inspections of the interior of an occupied building. If an adult cannot be present for an inspection of the exterior of an occupied building, a note must be clearly visible that grants permission for the inspector to enter the area. **Pets must be secured.**

It shall be the duty of the permit holder to provide access to and means for inspections. Equipment within the scope of work shall be made accessible prior to the inspector’s arrival. For inspections on roofs and in attics, the permit holder must provide a ladder that extends 3’ above the point of access that meets [the ladder requirements](#) and OSHA requirements.

A smoke & carbon monoxide detector [affidavit](#) is required for any residential addition, alteration or repair valued greater than \$1,000.00.

Building Inspectors will inspect all on-site improvements including fire suppression equipment in single-family dwellings up to 7,500 sq. ft. Fire Inspectors, (925) 454-2307, inspect fire suppression equipment in all other occupancies. The Engineering Inspectors, (925) 960-4500, inspect all off-site improvements. *Note:* The property line distinguishes between off-site and on-site.

**Please note: Inspections are not live on our ACA permit portal.**

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