



# INSPECTION RECORD

- APPROVED PLANS AND DOCUMENTS, INCLUDING THE INSPECTION RECORD CARD, MUST BE AVAILABLE ON THE JOB SITE FOR ALL INSPECTIONS.
- EACH STAGE OF WORK SHALL BE LEFT EXPOSED FOR INSPECTION AND SHALL RECEIVE APPROVAL BEFORE COVERING.
- STORM WATER INSPECTIONS: Construction Storm Water Best Management Practices (BMPs) will be inspected throughout the life of the project and shall be maintained in accordance with all state and local requirements.
- Inspections shall be scheduled in advance by calling (858) 581-7111 or by visiting the Open DSD website at: [www.sandiego.gov/development-services/opensd/](http://www.sandiego.gov/development-services/opensd/). Have approval number(s) available.

Project Address:	Project Number:
Approval Scope:	Permit Issue Date:

APPROVAL	NUMBER	APPROVAL	NUMBER
BUILDING		FIRE SUPPRESSION	
ELECTRICAL		FIRE ALARM	
MECHANICAL		U/G FIRE SERVICE	
PLUMBING		TANK/HAZ. MATERIALS	
COMBINATION			

	TYPE OF INSPECTION	DATE	INSPECTOR
UNDERGROUND	1 Sewer Service/Backwater Valve		
	2 Sanitary Plumbing under Building		
	3 Water Service		
	4 Water Piping under Building		
	5 Grounding Electrode System		
	6 Electrical Outside of Building		
	7 Electrical under Building		
	8 Gas Piping/Pressure		
	9 Storm Water System		
	10 Fire Sprinkler(s) – Hydro		
	11 Fire Sprinkler(s) – Flush		
	12 Fire Sprinkler(s) – Visual		
	13		

	TYPE OF INSPECTION	DATE	INSPECTOR
FOUNDATIONS	14 Piling(s)/Caisson(s)/Etc.		
	15 Footing(s)		
	16 Foundation Wall(s)		
	17 Slab(s)		
	18 Masonry Pre-grout–Lift 1 ___ Lift 2 ___		
	19 Wall Drainage System(s)		
	20 Public Improvements – Form Set		
	21 Pool Shell Bonding/Steel		
	22 Pool Deck Bonding/Steel		
	23 Pool Pre-plaster/Light Potting Compound		
	24 Accessibility		
	25 Special Inspection(s)		
	26		
27			

	TYPE OF INSPECTION	DATE	INSPECTOR
ELECTRICAL ROUGH	28 Service Equipment		
	29 Sub Feed/Misc. Equipment		
	30 Walls		
	31 Ceiling/Suspended Ceiling		
	32 Circuit(s) Interior/Exterior		
	33 Circuit Card		
	34		

	TYPE OF INSPECTION	DATE	INSPECTOR
MECHANICAL & PLUMBING ROUGH	35 Sanitary Plumbing		
	36 Water Piping		
	37 Gas Piping		
	38 Gas Pressure		
	39 Heating/Duct(s)/Vent(s)		
	40 Air Conditioning/Refrigeration		
	41 Environmental Air System(s)		
	42 “Built-Up” Tub(s) or Shower Pan(s)		
	43 Grease Duct(s)/Hood(s)		
	44 Grease Trap(s)		
	45 Roof/Deck Drain		
	46 Cross Connection (Backflow)		
	47 Hazardous Material Piping Tank Application (TA) – (619) 533-4477		
48			
49			

	TYPE OF INSPECTION	DATE	INSPECTOR
FRAMING ROUGH	50 Exterior Wall Construction		
	51 Interior Wall Construction		
	52 Floor System(s)		
	53 Roof System(s)		
	54 Shear Wall(s)		
	55 Height		
	56 Accessibility		
	57		
	58		
	59		

	TYPE OF INSPECTION	DATE	INSPECTOR
FIRE ROUGH	60 Fire Alarm(s) – Rough		
	61 Special Suppression System		
	62 Fire Sprinkler(s) – Rough		
	63		

	TYPE OF INSPECTION	DATE	INSPECTOR
INSULATION	64 Insulation – Attic(s)/Ceiling(s)/Soffit(s)		
	65 Insulation – Floor(s)		
	66 Insulation – Roof(s)		
	67 Insulation – Wall(s)/Sound Transmission		
	68		

	TYPE OF INSPECTION	DATE	INSPECTOR
COVERINGS	69 Drywall		
	70 Exterior Lath		
	71 Interior Lath /Backer Board		
	72 Suspended Ceiling System		

	TYPE OF INSPECTION	DATE	INSPECTOR
SITE	73 Landscape- Paving – (619) 980-7208		
	74 S/W PBMP Landscape – (619) 980-7208		
	75 Mitigation Monitoring – (858) 627-3360		
	76		

SCHEDULE FINAL INSPECTION ONLY AFTER ALL APPROPRIATE ITEMS PERTAINING TO THIS PROJECT HAVE BEEN APPROVED.

	TYPE OF INSPECTION	DATE	INSPECTOR
FINAL INSPECTIONS	77 Fire Alarm(s)		
	78 Fire Sprinkler (s)		
	79 Smoke Control		
	80 Fire Pump		
	81 Special Suppression System		
	82 Kitchen Hood		
	83 Hazardous Material Piping Tank Application (TA) – (619) 533-4477		
	84 Landscape – (619) 980-7208		
	85 Mitigation Monitoring – (858) 627-3360		
	86 Grading – Combination/Building		
	87 Electrical		
	88 AC/Heating/Refrigeration/Ventilation		
	89 Range Hood(s)/Vent(s)		
	90 Plumbing/Gas		
	91 Accessibility		
92 Structural			
<b>FINAL APPROVAL</b>			

## IMPORTANT INFORMATION:

- **INSPECTION RESULTS AND PERMIT INFORMATION CAN BE FOUND BY VISITING Open DSD at:** [www.sandiego.gov/development-services/opensds/](http://www.sandiego.gov/development-services/opensds/)
  - IT IS THE RESPONSIBILITY OF THE CONTRACTOR OR OWNER TO SCHEDULE ALL REQUIRED INSPECTIONS.
  - FIELD INSPECTIONS ARE PERFORMED MONDAY THROUGH FRIDAY, 8:30 A.M. TO 3:30 P.M.
  - AN ADULT MUST BE PRESENT FOR ALL INSPECTIONS, UNLESS OTHER ARRANGEMENTS ARE MADE IN ADVANCE.
  - **A HIGH VOLUME OF INSPECTION REQUESTS MAY RESULT IN SOME INSPECTIONS NOT BEING COMPLETED ON THE DAY REQUESTED.**
  - IF YOU NEED A CONFIRMATION OR TIME FRAME FOR AN INSPECTION, LEAVE A MESSAGE FOR THE INSPECTOR THE NIGHT BEFORE THE SCHEDULED INSPECTION DATE, OR PRIOR TO 7:45 A.M. ON THE DAY OF THE INSPECTION. **CLEARLY GIVE 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. MESSAGES LEFT AFTERWARDS MAY NOT BE RETURNED UNTIL THE FOLLOWING BUSINESS DAY. MESSAGES CAN BE LEFT AT ANY TIME. INSPECTORS' DESK PHONE NUMBERS CAN BE FOUND ON DEVELOPMENT SERVICES' WEBSITE OR THE INSPECTION REQUEST PHONE LINE 858-581-7111.
  - AFTER HOURS INSPECTIONS ARE OFFERED FOR AN ADDITIONAL FEE, BASED ON STAFFING AVAILABILITY. CALL (858) 492-5070 FOR INFORMATION.
  - CONSTRUCTION HOURS ARE 7:00 A.M. TO 7:00 P.M., MONDAY THROUGH SATURDAY EXCLUDING HOLIDAYS.
  - WORK PERFORMED DURING HOURS OTHER THAN THOSE NOTED ABOVE REQUIRES A PERMIT FROM THE CODE ENFORCEMENT SECTION. CALL (619) 236-5500 FOR INFORMATION.
  - A TRAFFIC CONTROL PERMIT IS REQUIRED FOR ANY MATERIALS, WORK, OR TRASH CONTAINERS THAT ENCR OACH INTO THE PUBLIC RIGHT-OF-WAY. CALL (619) 446-5150 AND/OR SEE DEVELOPMENT SERVICES DEPARTMENT INFORMATION BULLETIN 177 at: <https://www.sandiego.gov/sites/default/files/dsdib177.pdf>
10. **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.
  11. **INSULATION:** Performed after the building is made weather tight and all ceiling, floor, and wall insulation have been installed and properly secured in place, but before any surface coverings are installed. Blown-in or other loose fill type insulation may be installed at a later date in an attic or ceiling spaces after the ceiling surface materials are installed (installer's Certificate of Compliance must be provided before final inspection is performed).
  12. **LATH OR GYPSUM BOARD:** Performed after all interior or exterior lath or interior wallboard are installed; but before any plaster, siding, stucco, tile, veneers, or other surface coverings are applied or any wallboard joints and fasteners are taped and finished. A shower pan water test inspection is required.
  13. **ACCESSIBILITY:** Performed at those appropriate times during the building process as determined by the Field Inspection Staff. A "pre-construction" site meeting may need to be arranged to clarify issues of this nature. Call your assigned area inspector for information.
  14. **ENGINEERING & PUBLIC IMPROVEMENT INSPECTIONS:** Performed at those appropriate times during the building process as determined by the Engineering Department. Call (858) 627-3200 for information.
  15. **SITE DEVELOPMENT INSPECTIONS:** Performed at those appropriate times during the building process as determined by DSD site development staff. Call (858) 627-3331 or (858) 627-3360 for information.
  16. **SPECIAL INSPECTIONS AND TESTING:** Are performed by a special inspector(s) or testing lab certified by the City of San Diego, for the type of work specified and required to be inspected. Please be advised that special inspections are in addition to, and not a substitute for, the inspections required by the Building Official as required per Section 129.0111 of the San Diego Municipal Code
  17. **STRUCTURAL OBSERVATIONS:** To be performed by the architect or engineer of record, who is responsible for the structural design of the project as specified on the approved plans.
  18. **HAZARDOUS MATERIALS, TANK & SYSTEM FINAL:** Performed after all components of system are installed and pre-tested. This includes tanks, piping with approved pressure testing, and all initiating, and notification devices checked and verified.
  19. **FIRE ALARM FINAL:** Performed after all devices and appliances are installed and pretested, with the final surface finishes of the building in place.
  20. **FIRE SPRINKLER FINAL:** Performed after all piping, sprinklers and associated equipment are installed and braced and the final surface finishes in the building are in place.
  21. **FINAL INSPECTIONS:** Final inspection (approval to occupy) will be made after all other dependent approvals have been completed and approved.
  22. **CUSTOMER REQUEST INSPECTION:** You may schedule a Customer Request Inspection when the regular inspections are unavailable through the automated inspection scheduling line. Contact your inspector the morning of your scheduled Customer Request Inspection for further information. The inspector will inform you whether your inspection can be performed.
  23. **OTHER INSPECTIONS:** In addition to those inspections specified above, the Building Official may make or require other inspections of any construction work to ascertain compliance with the provisions of this Code and/or other laws which are enforce by the Development Services Department.

### PERMIT EXPIRATION

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. 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 is not inclusive of all required inspections.

1. **PRE-CONSTRUCTION MEETING:** 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 storm water projects. A required Pre-construction Meeting shall be completed before the commencement of any work. It is the responsibility of the contractor or owner to schedule all required Pre-construction Meetings with the appropriate staff. Refer to the Inspection Plan for additional information.
  2. **UNDERGROUND:** Performed after all trenches are excavated and all required underground electrical, mechanical, plumbing, fire service and storm water components are properly installed. Systems requiring testing shall be "under test" upon the inspector's arrival.
  3. **FOUNDATION:** Performed after foundations are excavated, forms erected, reinforcing steel installed, and hardware inserts tied in place.
  4. **MASONRY PRE-GROUT:** Performed after each lift of masonry units are erected up to a maximum height of five (5) feet if cleanouts are not provided; and up to a maximum height of eight (8) feet when cleanouts are provided. All hardware and reinforcement shall be in place at the time of inspection.
  5. **WALL DRAINAGE PIPING:** Shall be installed and inspected a minimum of seven (7) days after walls are grouted or poured, but before wall backfill materials are installed.
  6. **1<sup>st</sup> FLOOR SYSTEM:** Performed after all floor framing components and all rough electrical, mechanical, and plumbing components are installed beneath, or through said floor system(s), and ready for inspection. Insulation or floor sheathing shall not be installed until inspection approval of this work has been obtained.
  7. **2<sup>nd</sup> FLOOR AND ABOVE FLOOR SYSTEMS/SHEATHING:** Performed after all floor framing components including hardware and floor sheathing are installed.
  8. **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.
  9. **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 of each layer or level prior to installing the next layer or level of roof system components.
10. **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.
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### 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.
- Storm Water Best Management Practices (BMPs) are not in place or functioning properly.

If re-inspection fees are assessed, additional inspections will not be performed until the required fees have been paid.

FOR ADDITIONAL INFORMATION, NEWS, AND UPDATES CONCERNING THE DEVELOPMENT PROCESS, PLEASE VISIT THE DEVELOPMENT SERVICES DEPARTMENT at: [www.sandiego.gov/development-services/](http://www.sandiego.gov/development-services/)