



**BUILDING INSPECTION  
PROCESSES  
B - 68**

**Development Services**

**Building Division**  
1635 Faraday Avenue  
760-602-2719  
www.carlsbadca.gov

This bulletin describes how to schedule and prepare for building inspections for projects within the City of Carlsbad. It also serves as a guide to inform customers of inspection issues and requirements that impact the overall inspection process and duration. Lastly, this bulletin describes options for Enhanced Inspections to facilitate projects through the inspection process. For a complete list of inspection types, refer to the City's Inspection Record Card.

**I. PREPARING FOR INSPECTIONS**

Please follow the instructions below when preparing for inspections:

- A.** An adult (minimum of 18 years old) must be present to allow access to the inspection site.
- B.** All household pets must be secured away from the construction site.
- C.** All construction that requires a permit must be inspected before it is covered or concealed.
- D.** If roof or attic access is required, a ladder approved by the Occupational Safety and Health Administration (OSHA) must be provided for the inspector. The ladder shall be set in place per OSHA standards.
- E.** Areas to be inspected shall have adequate illumination.
- F.** A safe path of travel shall be provided throughout the inspection site. Crawlspace must be dry, free of obstruction (i.e., insects, rodents, etc.) and safe for inspectors.
- G.** All electrical panels and junction boxes shall be open and accessible for inspection. Inspectors will not open boxes or take apart electrical equipment.
- H.** If scaffolding is installed and necessary for access, scaffolding approved by OSHA must be provided for the inspector. The scaffolding shall be set in place, fastened, and secured per OSHA standards.
- I. The following must be made available to the inspector at the project site, when applicable:**
  - 1.** Approved plans and inspection record card for signature.
  - 2.** Storm Water Pollution Prevention Plan (SWPPP) Tier-1,2 or 3 compliance form to verify implementation of Best Management Practices (BMPs).
  - 3.** Manufacturer-installation Instructions.
  - 4.** Completed Electrical Circuit-Card.
  - 5.** CHEERS or CalCERTS project status report.
  - 6.** SDG&E service order request form for electrical service upgrades.
  - 7.** Special Inspection reports (as identified on plans), including daily reports must be available on-site and final summaries when complete.
  - 8.** Third party inspection reports required for specific inspection approval.

The inspector will perform the scheduled inspection and indicate on the Inspection Record Card and/or the approved plans that the inspection was approved. Work that fails an inspection will result in the issuance of a Correction Notice for construction violations or a Storm Water Correction Notice for storm water violations. All non-compliant work must be corrected and remain accessible until the work passes inspection.

## II. PRE-CONSTRUCTION MEETING

A pre-construction meeting (pre-con) may be required as determined through the plan review process and based on the scope of work. Pre-cons may be attended by the general contractor or point of contact, sub-contractors, project design professionals, manufacturer representative(s), the building inspector, and other City staff, as necessary. Pre-con meetings are designed to give the Inspection team a chance to discuss important subjects and gives the Contracting team an opportunity to ask questions. The following topics may be discussed at pre-cons:

- A. Typical inspections required based on complexity of the scope of work.
- B. Special Inspection and Structural Observations.
- C. Storm water Pollution Prevention (Tier-1).
- D. Energy Compliance project status report.
- E. Waste Management.
- F. Anticipated use of a crane.
- G. Plan revisions.
- H. Deferred submittals.
- I. Scheduling / cancelling inspections.
- J. Third party inspection reports.
- K. Accessibility compliance.
- L. Operating hours and overtime / after-hours inspections.
- M. Public right-of-way.
- N. Construction fences.
- O. Early morning or over-night concrete placement.
- P. Other topics as deemed necessary by the Inspector.
- Q. As requested by the applicant.

## III. SCHEDULING AND CANCELING INSPECTIONS

Unless otherwise noted on the Inspection Record Card, all building inspections can be scheduled or cancelled online or by contacting Inspection Services. A permit number is required for scheduling or cancelling inspections. Remember to communicate any special instructions (i.e., gate access codes, meeting location, phone numbers, etc.) that may help the process.

### A. Online Scheduling

Online scheduling can be accessed through: [bldginspections@carlsbadca.gov](mailto:bldginspections@carlsbadca.gov) Fill out all required fields. Video inspections can also be scheduled here.

### B. Monitored Phone Line

The phone line (760) 602-2725 is available to our customers 24 hours a day seven days a week. For inspections to be scheduled on the next available business day, requests shall be made no later than **3:00** p.m. the business day before the inspection date that is needed.

### C. Canceling Inspections

Canceling inspections may be done online by emailing: [bldginspections@carlsbadca.gov](mailto:bldginspections@carlsbadca.gov) or through the monitored phone line. However, canceling inspections on the day they are scheduled can only be done by contacting Inspection Services during regular business hours at (760) 602-2700 between the hours of 7:30 am and 8:00am.

## IV. REQUESTING A "TIME FRAME" FOR SCHEDULED INSPECTIONS

Please follow the instructions below to receive a two (2) hour time frame for a scheduled inspection:

### A. Monitored Phone Line

On the day of the scheduled inspection, contact Inspection staff at (760) 602-2700 no later than 8:00 a.m. to receive a time frame for the inspection. Inspectors are available to discuss the inspection in the morning between 7:30am and 8:00am.

## V. PERMIT EXPIRATION AND EXTENSIONS

The Building Official is authorized to allow the extension of Building permits for up to 180 days when a justifiable

cause is demonstrated in writing by the applicant. Permit extension requests can be emailed to: [bldginspections@carlsbadca.gov](mailto:bldginspections@carlsbadca.gov).

## VI. AFTER HOURS INSPECTIONS

After-hours inspections are defined as Inspections immediately before or after the inspector's regular workday or performed late nights, weekends or during scheduled holidays for a minimum of 2 hours. Provide at least two business days advance notice. Subject to inspector availability. Contact Paul Burnette at: [Paul.burnette@carlsbadca.gov](mailto:Paul.burnette@carlsbadca.gov) to schedule after hours inspections. The inspection can be scheduled after payment has been secured.

**Below are the allowable hours for construction in the City of Carlsbad:**

- A. 7:00am to 6:00pm, Monday through Friday, and 8:00am to 6:00pm on Saturday;
- B. No work allowed all day on Sunday or on any federal holiday.

Requests for early morning or overnight construction shall be coordinated with your assigned Building Inspector and then made by request to the Building Official in writing. *For example early morning or overnight concrete placement.* Please provide the following information to [Jason.Pasiut@carlsbadca.gov](mailto:Jason.Pasiut@carlsbadca.gov):

- A. Site plan showing distance the project is to the nearest dwellings.
- B. Explanation for the request.
- C. Haul or travel route being considered in the early hours of the day / overnight.
- D. Hours anticipated to be working prior to or after allowable hours.

The request will be reviewed by the Building Official and approved when appropriate. If approved, the City of Carlsbad Police Watch Commander will also be notified.

## VII. VIDEO INSPECTION PROGRAM (VIP)

Inspections performed via Camera/Video limited to the following inspection types:

- A. Correction items approved by the inspector.
- B. Drywall
- C. Utility trenches for electrical, water, gas, or sewer
- D. Exterior gas pressure test
- E. Insulation
- F. Patio covers
- G. **100 or 200 amp electrical panel upgrades\***
- H. **EV charging stations\***
- I. **Plumbing re-pipe\***
- J. **Remodel finals\***
- K. **Rooftop solar of 10kW or smaller\***
- L. **Wall heater\***
- M. **Water heater\***
- N. **Water Softener\***
- O. Others deemed appropriate by the inspector

**\*for SFR permits only AND with the Contractor who performed the work present during the inspection.**

Refer to the [Process Guide](#) for further details.

## VIII. SPECIAL INSPECTIONS

Special inspections as documented on the approved plans are required to be performed in accordance with the provisions of the California Building Code chapter 17. For work that requires special inspections, the applicant shall retain special inspectors registered by the City of San Diego to perform the required special inspections. Note that special inspections are in addition to City inspections and are not a substitute.

Special inspectors are responsible for preparing special inspection reports for the project. All reports must be submitted to the City inspector for review during the applicable City Building inspection. The timely submittal of special inspection reports is essential to avoid any future delay in the inspection process. E-mailed PDF's are acceptable.

## **IX. STORM WATER INSPECTIONS**

Construction Best Management Practices (BMPs) are required to be in place for projects that disturb earth to prevent the discharge of pollutants from entering the storm water conveyance system. Failure to implement proper BMPs may result in an escalated enforcement action, including but not limited to a hold on inspections, an Administrative Citation per incident for multiple violations, or a Civil Penalty & Order per day per violation for total disregard of BMPs, or a Stop Work Order for discharges or other significant violations. The Building Inspector will inspect the project for compliance with the Tier-1 storm water compliance documents submitted for the project.

## **X. CONSTRUCTION CHANGES**

Construction changes are required when the approved plans and specifications are modified during the construction process. All construction changes shall be reviewed and approved by the City prior to being incorporated into the construction documents and included with the issued Building Permit. Note that construction changes may delay the inspection process since the proposed changes will require approval prior to the continuation of inspections. If changes are anticipated during the construction process, discuss with your inspector first. Then submit a [Revision Application](#) (along with four sets of revised plan sheets affected by the change) to the Building Division at 1635 Faraday Ave. Carlsbad Ca 92008. Plans will be routed to the appropriate Divisions for review. After approval it will be the applicants' responsibility to slip-sheet the revised sheets into the current approved set of plans. Electronic application and plans can also be e-mailed to: [building@carlsbadca.gov](mailto:building@carlsbadca.gov)

## **XI. DEFERRED SUBMITTALS**

Deferred submittals are defined as those portions of the design (i.e., fire systems, metal stairs, trusses, etc.) that are not required to be submitted to the City at the time of the application and are later submitted within a specified period. Since plans for deferred submittals require approval prior to installation, the timely submittal of deferred portions of the project is essential to avoid any delays during the inspection process.

## **XII. CERTIFICATE OF OCCUPANCY**

A Certificate of Occupancy can be issued upon final approval of all inspections for new commercial buildings and existing commercial buildings that involve a change of occupancy classification (except single family or duplex structures) and upon request by the applicant. These certificates are not automatically generated.

All required inspections must be approved by all Divisions and all required documents must be available at the final inspection. (Revisions signed off; height certs, survey reports, waste management form with recycling receipts; special inspection, structural observation, third party reports completed; Green code mandatory measures, circuit cards, green code mandatory measures checklist and any other required document)

## **XIII. GUARANTEED SECOND OPINION**

Customers that question a plan check comment or Building inspection result can request a second opinion from the supervisor. Second opinions can be requested by contacting Inspection Services at (760) 602-2725. Refer to this: [Information Bulletin](#) for further details about this program.

## **XVI. IMPORTANT PHONE NUMBERS**

**A. Building Inspection Request: (760) 602-2725**

**B. Building Division Counter: (760) 602-2719**

**C. Planning Division Counter: (760) 602-4610**

**D. Engineering Division Counter: (760) 602-2750**