



BUILDING AND SAFETY DEPARTMENT **GUIDE TO BUILDING INSPECTIONS FOR** **SINGLE FAMILY DWELLING** **CONSTRUCTION PROJECTS**

REQUESTING AN INSPECTION

- Building inspections are made 8:30 a.m. to 5:00 p.m. Monday through Friday, Excluding holidays. City offices are closed every other Friday.
- When requesting an inspection provide the permit/application number, job address, and the type of inspection needed.
- Inspection requests made using the City of Santa Paula inspection request line (805) 933-4210 may be made until midnight the day before the requested inspection. A preference can be made for an a.m. or p.m. inspection, but cannot be guaranteed.
- An inspection can also be scheduled either in person at the Building and Safety counter, or by telephoning (805) 933-4218. Phone-in requests for inspections must be received by 5:00 p.m. the day prior to the requested inspection.

INSPECTION TIPS

- A GOOD RULE OF THUMB: GET IT INSPECTED BEFORE IT IS COVERED OR USED.
- The field copy of the approved plans and inspection card must be available at the time of inspection.
- If plans call for structural observation or special inspection, provide a copy of the signed reports to the inspector at the time of inspection.
- Time delays and re-inspections fees can be avoided if the work is complete before the inspector arrives.
- The inspector will not enter a property if no one is present, unless prior authorization is given with the specific inspection request, or if no one is 18 years or older is present.
- Any necessary test should be performed before requesting inspection, and ready for the inspector to verify the test at time of inspection.
- If corrections were requested in previous inspection, be sure to complete all corrections before requesting a re-inspection.
- Have any dogs removed from the area.
- Provide access for inspection, including an approved safety ladder or other means of access as necessary.
- Minor deviations from the approved plans may be approved by the inspector, however, discuss these changes with the inspector before actual construction to avoid possibly having to remove non-complying construction. Changes more than minor may require plan check approval.
- Keep jobsite clean and ready for inspection.
- If installing a new or relocating an existing electrical meter or service, contact Edison at (805) 654-7444 for the location of the new meter/electrical service prior to starting work on the electrical service.
- **Do not** connect to Edison prior to inspection and approval, only Edison is permitted to make a connection to their lines.

REQUIRED INSPECTIONS

Review the list below with your inspector to determine which inspections will be required for each phase of your project. The inspections are grouped into inspection phases that are generally done at the same time. Depending on the project, additional inspections may be required; or the order in which the inspection is made may change. Note that this handout describes only inspections that may be made by the building inspector. Other inspections may be required by other agencies; for example, Public Works (805) 933-4266 will inspect all work within street right-of-way.

- | Phase | Inspection | Phase | Inspection |
|-------|---|-------|--|
| 1. | <input type="checkbox"/> <i>Under Slab Electrical Conduit</i> | 8. | <input type="checkbox"/> <i>Plumbing Top Out</i> |
| | <input type="checkbox"/> <i>Building Drain/Soil Pipe</i> | | <input type="checkbox"/> <i>Rough Plumbing</i> |
| | <input type="checkbox"/> <i>Sewer Connection</i> | | <input type="checkbox"/> <i>Rough Framing</i> |
| 2. | <input type="checkbox"/> <i>Setback Inspection</i> | | <input type="checkbox"/> <i>Rough Electrical</i> |
| | <input type="checkbox"/> <i>Foundation</i> | | <input type="checkbox"/> <i>Rough Mechanical</i> |
| | <input type="checkbox"/> <i>Ufer Ground</i> | 9. | <input type="checkbox"/> <i>Insulation</i> |
| 3a. | Slab on Grade | 10. | <input type="checkbox"/> <i>Interior Drywall/Lath</i> |
| | <input type="checkbox"/> <i>Slab Reinforcement/Vapor Barrier</i> | 11. | <input type="checkbox"/> <i>Exterior Lath/Siding</i> |
| 3b. | Raised Floor | 12. | <input type="checkbox"/> <i>Gas Test</i> |
| | <i>Raised Floor 3b Step 1</i> | 13. | <input type="checkbox"/> <i>Electrical Service Change</i> |
| | <input type="checkbox"/> <i>Rough Plumbing</i> | | <input type="checkbox"/> <i>Electrical Clearance Approval</i> |
| | <input type="checkbox"/> <i>Floor Frame/Joist</i> | 14. | Department Finals |
| | <input type="checkbox"/> <i>Rough Electrical</i> | | <input type="checkbox"/> <i>Fire (805) 933-4265</i> |
| | <input type="checkbox"/> <i>Rough Mechanical</i> | | <input type="checkbox"/> <i>Backflow Prevention (Fire Sprinklers system, lawn sprinkler system).</i> |
| | <i>Raised Floor 3b Step 2</i> | | <i>(Ventura Co. Environmental Health) (805) 654-2812</i> |
| | <input type="checkbox"/> <i>Insulation</i> | | <input type="checkbox"/> <i>Planning (805) 933-4214</i> |
| 4. | <input type="checkbox"/> <i>Floor Nail</i> | | <input type="checkbox"/> <i>Public Works (805) 933-4266</i> |
| 5. | <input type="checkbox"/> <i>Roof Nail</i> | 15. | <input type="checkbox"/> <i>Gas Clearance Approval</i> |
| | <input type="checkbox"/> <i>Roof Tear Off</i> | | <input type="checkbox"/> <i>Final Electrical (power on)</i> |
| | <input type="checkbox"/> <i>Pre-Roofing</i> | | <input type="checkbox"/> <i>Final Plumbing</i> |
| 6. | <input type="checkbox"/> <i>Pre Wrap/Exterior Shear Panel Nailing/Windows</i> | | <input type="checkbox"/> <i>Final Mechanical</i> |
| | <input type="checkbox"/> <i>Shear Panel Nailing</i> | | <input type="checkbox"/> <i>Final Building</i> |
| 7. | <input type="checkbox"/> <i>Rough Fire Sprinkler System</i> | | |
| | <i>Fire Department (805) 933-4265</i> | | |

DEFINITIONS IN ORDER OF REQUIRED INSPECTIONS FOR SINGLE FAMILY CONSTRUCTION

Phase 1

Under Slab Electrical Conduit – All conduit for electrical systems (electrical, phone, cable television, etc...) to be run under the structure shall be inspected at this time prior to covering with earth or concrete.

Building Drain/Soil Pipe - The drain, waste, and vent (DWV) system shall be subjected to a water test (10 foot head) or air test (5 psi.) Any other piping systems would also be inspected at this time, check with your inspector.

Sewer Connection – The sewer pipe serving the construction shall be connected to its final connection point. Pipe should be fully bedded, but not covered, at the proper slope, and under the water test.

Phase 2

Setback Inspection – Setbacks to property lines are checked at this time, so property lines must be strung or otherwise marked. If the location of property line is uncertain a property survey may be required.

Ufer Ground – Edison must approve the proposed location of any new or relocated electrical meter or service (Edison phone (805 654-7444.) Any new grounding electrode in new footings will be inspected at this time.

Foundation – This inspection occurs after the footing are excavated, all forms are in place, reinforcement steel is installed, all hold-downs secured in place and before any concrete is placed. Forms and elevations shall be set such that the finished floor is a minimum of 25” above the lowest adjoining flow line in the public way.

Phase 3a Slab on Grade Option

Slab Reinforcement/Vapor Barrier – For monolithic pours the foundation inspection and slab inspections are done at the same time. For two-pour systems, the inspection occurs after the under-slab plumbing has been approved and the footings are already poured, but before the concrete is poured for the slab. All required sub-base material, such as sand and vapor barriers (plastic sheet,) and slab reinforcement must be installed at the time of the inspection.

Phase 3b Raised Footing Option

Step 1

Rough Plumbing, Floor Frame/Joist, Rough Electrical and Rough Mechanical – All under-floor framing, plumbing, and mechanical systems shall be installed. All under-floor hardware and nailing must be complete prior to this inspection. Support for the insulation is inspected at this time. Insulation and sub-floor sheathing shall not be installed.

Step 2

Insulation – Under-floor insulation is inspected before sub-floor sheathing is installed, but after the inspections in Phase 3b Step1. Insulation must be provided with proper support and allow for proper ventilation for crawl space vents.

Phase 4

Floor Nailing – This inspection occurs before walls are stood on the sub-floor and verifies sub-floor nailing and connections of the horizontal diaphragm (floor sheathing) to designated structural elements (shear walls and draglines) below. Any interior draglines shall be identified by paint or chalk.

Phase 5

Roof Nailing – Roof sheathing shall be installed and nailed off, the load path to the top plates is complete, and plumbing and mechanical vents shall be in place and through the roof. An approved safety ladder must be set up and draglines shall be identified by paint or chalk. The roof trusses and roof framing are inspected as part of the roof nail inspection. There should be no roofing felt, building paper, vapor barriers, or any other material covering any of the roof. The electrical mast (if overhead electrical service is allowed) shall be installed and any cutouts (for vents or other purposes) made and blocked.

Roof Tear Off – All roofing materials shall be removed on flat roofs or roofs with more than 2 layers of existing roofing material prior to inspection. In addition all deteriorated or damaged structural member shall be repaired or replaced prior to inspection.

Pre-Roofing – If the existing roof is to remain a pre-roofing inspection is required. An approved safety ladder is required to be set up for the inspection.

Phase 6

Pre Wrap/Exterior Shear Panel Nailing, Shear Panel Nailing – All sheathing, nailing straps, hold downs, and the entire exterior wall bracing system is complete. Windows, door jambs, and flashing shall be installed but no building paper, vapor barriers, or any other material covering walls shall be installed until after this inspection is approved.

Phase 7

Rough Fire Sprinkler System – Inspected by the Fire Department (call (805) 933-4265).

Phase 8

Plumbing Top Out (Water Test), Rough Plumbing – This inspection occurs after all plumbing pipes have been installed.

- The water piping system shall either be under street pressure or be under an air test at a minimum pressure of 50 lbs. per square inch (psi).
- The gas piping is visually inspected for support and sizing. (Gas test is performed after drywall).
- The entire waste and vent system shall be tested by either water or by air. When tested by water, the system is typically filled with water with a minimum 10-foot head of water pressure. If tested by air, the system must hold at least 5 psi.

Rough Electrical – All wiring and junction boxes have been installed.

Rough Mechanical – All flues and HVAC ducting shall be installed, including exhaust fan ducts. Ducts shall be strapped, insulated, and be connected to register boxes per code. All vents shall be adequately anchored. All exhaust ducts shall be piped to the outside.

Framing – All framing and all work described above shall be complete (except for second-sided shear walls) and before any insulation is installed in the walls and ceilings. Roofs and walls are required to be watertight at this inspection.

Phase 9

Insulation – This inspection occurs after all the rough inspections have been signed off. All small gaps shall be insulated using foam (Note some window manufactures do not permit the use of expansive insulation foam adjoining their windows, see and follow manufactures installation instructions). All floor and top plate penetrations must be insulated or otherwise fire-stopped at this inspection.

Phase 10

Interior Drywall/Lath – Gypsum board shall be inspected after installation of fasteners and prior to covering fasteners. Gypsum board used as backing for a tile splash shall be approved for that use.

Phase 11

Exterior Lath Siding – The wire and paper must be installed, but the plaster not yet placed. Seal all penetrations (i.e. electrical, plumbing penetration, etc.)

Phase 12

Gas Test – This inspection occurs after the house wall finishes are completely installed. The test consists of filling the gas piping system with air. (The test shall hold 10 lbs. Of pressure for 15 minutes, using a 30-lb. Gauge Maximum).

Phase 13

Electrical Service Change – Review with inspector

Electrical Clearance Approval – Review with inspector.

Phase 14

Final Fire (805) 933-4265

Backflow Prevention – For fire sprinklers (805) 933-4265

Final Planning (805) 933-4214

Final Public Works (805) 933-4266

Phase 15

Gas Clearance Approval, Final Electrical with power on, Final Plumbing, Final Mechanical, and Final Building – These inspection occurs after all the above inspections have been signed off and the house is completely finished and ready for occupancy. Cabinets, doors, appliances, fixtures, shower enclosures and required flooring must be installed. Smoke alarms shall be installed and operational. The exterior must be sufficiently graded to drain away from any structures to an approved location. Landings and steps must be complete and required handrails & guardrails installed. The construction may not be occupied, nor will gas meter be released until this inspection is approved.