

**REQUESTING AN INSPECTION**

- An inspection can be requested at the Building and Safety counter or by our 24-hour inspection request line at (805) 933-4210.
- Inspections are available Monday through Thursday and every other Friday, excluding holidays.
- Requests may be made for a.m. or p.m. inspections; more specific times cannot be provided.
- Request for inspections must be received by 5:00 p.m. the day prior to the requested inspection or before 7 a.m. the morning you are requesting the inspection using the 24-hour request line.
- When requesting an inspection, note the job address, permit number, and the type of inspection you are requesting.

**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.
- Time delays and re-inspections can be avoided if you make sure that work is complete before the inspector arrives.
- Inspector will not enter a property if no one is present unless prior authorization is given with the specific inspection request.
- Any necessary tests should have been done ahead of time to assure acceptance and compliance.
- If there are corrections, be sure to complete all corrections before requesting a reinspection.
- Have any dogs removed from the area.
- Provide access for inspection including an OSHA-Approved ladder or other means of access, as necessary.

**SINGLE FAMILY DWELLING TYPICAL INSPECTION**

- Under-Slab Inspection (For slab on grade):** All plumbing, electrical or mechanical systems shall be inspected prior to covering with earth or concrete. The drain, waste and vent (DWV) system shall be subjected to a water test (10 foot head) or air test (5 psi). Water piping shall be tested under operating water pressure or with air at not less than 50 psi. Gas piping for island fixtures shall be in place and installed in an approved, vented chase.
- Foundation Inspection:** This inspection occurs after the footings are excavated and reinforcement steel is installed and before any concrete is placed. All hold-down anchor bolts must be secured in place prior to this inspection. Any new grounding electrodes in the new footing will be inspected at this time. Setbacks to property lines are checked at this time, so property lines must be strung or otherwise marked.
- Slab Inspection:** For monolithic pours, the foundation inspection and slab inspection are done at the same time. For two-pour systems, this inspection occurs after the under-slab plumbing is signed off and the footings are already poured, but before the concrete is poured for the slab. All required sub-base material, such as sand and gravel, vapor barriers (plastic sheet), and slab reinforcement must be installed at the time of the inspection.  
**Note:** Inspection prior to placing concrete is NOT required for flat work outside the building such as driveways, walkways, steps or open patios.
- Under-floor Framing, Plumbing and Mechanical Inspection:** (for raised floors) - This inspection occurs after the under-floor framing, plumbing and mechanical are installed and before the insulation or sub-floor sheathing is installed. All under-floor hardware and nailing must be complete at this inspection.
- Insulation inspection:** Required insulation in under floor area must be installed with support system prior to installation of sub floor underlayment.
- Sub-floor Nailing Inspection:** This inspection occurs after the floor sheathing is installed. 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. This inspection is NOT necessary if there are no shear connection beneath the floor, or for a typical single story raised floor structure. For multi-story structures, this inspection occurs at each floor.
- Exterior Shear and Roof Nail Inspection:** These inspections, which may be requested together or separately, occur after the roof sheathing and the wall sheathing are installed and nailed off. The exterior shear is ready when all the sheathing, nailing straps, hold-downs and the entire exterior wall bracing system is complete. All roof penetration shall be in place, including vent piping, exhaust and flashing. The roof nail is ready for inspection when the roof sheathing is installed and nailed off and the load path to the top plates is complete. The roof trusses and roof framing are inspected as part of the roof nail inspection. There should be no roofing felt, building paper, window flashing, vapor barriers, or any other material covering any portion of the roof and/or wall sheathing. Windows and doorjamb shall not be installed until after this inspection is approved



**TYPICAL HOME IMPROVEMENT INSPECTIONS**

**HELP FOR THE HOMEOWNER**  
CITY OF SANTA PAULA BUILDING & SAFETY DEPT.

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**Rough Inspections:** All the Rough inspections can be inspected concurrently by Combination inspectors. On complex installations, separate inspections by Specialty inspectors for each trade may be necessary.

**Rough Electrical Inspections:** This inspection occurs after all the wiring and junction boxes have been installed.

**Rough Plumbing Inspection:** 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.
- 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 lbs. Psi.

**Tub Test/Shower Pan Test:** This inspection occurs after the rough plumbing inspection is signed off and the fixtures are connected to the plumbing drains. Tubs must be filled to the overflow and showers must be filled to the top of the threshold.

**Rough Mechanical Inspection:** This inspection occurs after all flues and HVAC ducting are installed, including exhaust fan ducts. Ducts shall be strapped & insulated per code and be connected to register boxes.

**Windows:** This inspection may be requested together with rough framing inspections or separately. The windows shall be installed including window flashing. Leave ALL stickers on windows.

**Rough Framing Inspection:** This inspection occurs after all framing and all work described above is complete (except for second-sided shear walls) and before any insulation is installed in the walls and ceilings. Shingle roofs are to be complete. Tile roofs are required to be watertight and the roofing material loaded on the roof. Also, the exterior walls are required to be watertight at this inspection. If the exterior is stucco, the exterior lath may be inspected concurrently.

**Lath Inspection:** The wire and paper must be installed, but the plaster not yet placed.

- Insulation Inspection:** This inspection occurs after all the rough inspections have been signed off.  
Note: All floor and top plate penetrations must be insulated/foamed or otherwise fire stopped at this inspection.
- Drywall Nailing/Lath Inspection:** May include gas test inspections.
- Interior or Double-Sided Shear:** This inspection verifies the installation of the interior sheathing that is part of the house bracing system.
- Water and Sewer:** This inspection verifies the water service and building sewer from the house to the street. It is made with the water pipes under pressure or the sewer full of water and the piping exposed.
- Gas Test Inspection:** 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.
- Final Inspection:** This inspection occurs after all the above inspections have been signed off and the house is completely finished and ready for occupancy. The exterior wood must be at least primed. Flooring, cabinets, doors, appliances, fixtures, and shower enclosures must be installed. Smoke alarms shall be installed in each sleeping room, area leading to sleeping rooms, and each story. 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 & guard rails installed. The house may not be occupied, nor will utility meters be released until this inspection is approved. Sub-trade final inspections may be called for separately when each trade is complete.
- Other Inspections:** May be required depending on job conditions. NOTE that this handout describes inspections made by the building inspector. Other inspections may be required by other agencies (streets, curbs and gutter, and other work in the public way is inspected by Public Works (805/933-4212).
- Site Landscape** is inspected by Planning Dept. (805/933-4215).
- Fire sprinkler** inspections are conducted by the Fire Dept. (805/933-4265).
- Note:** Provide inspector with all manufacturer's specifications and listing reports during inspection.



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<b>HELP FOR THE HOMEOWNER</b>		<i>[Signature]</i> Date
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