



# **BUILDING INSPECTION HOT LINE 650-726-8794**

Call for inspection before work is covered up.  
All permitted work must have a final inspection.

Inspections must be scheduled 1 day in advance by calling the inspection line at 650-726-8794 before 5:00 PM the day before you want an inspection. Any inspection requests called in after 5 PM will not be accepted for the following work day.

Please listen to the entire message and at the end, leave the following information:

1. Project address \_\_\_\_\_
2. Owners name \_\_\_\_\_
3. Your name \_\_\_\_\_
4. A telephone number where you may be reached between the hours of  
8:30 AM and 5:00 PM
5. Building permit number \_\_\_\_\_
6. Specify Monday - Thursday an AM inspection or Fridays a PM inspection  
Monday-Thursday inspections are between 9:00 am to 12:00 pm  
Friday inspections are between 1:00 pm to 4:00 pm
7. Type of Inspection

**PLEASE NOTE:** We will not call you unless there is a scheduling problem or more information is needed. We will not set appointment times for inspections. As stated above: An AM inspection is between the hours of 9:00 and 12:00; A PM inspection is between the hours of 1:00 and 4:00.

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### **Watch out for expired permits!**

Your building permit states: "This permit becomes null and void if work is not commenced within 180 days from the date of issuance or if work is suspended at any time for more than 180 days or if work is done in violation of any City or State laws relating thereto. Final inspection and certificate of occupancy must be approved prior to occupancy."

This means that per the 2007 California Building Code (2006 IBC), a permit expires if work has not commenced or no inspection has been conducted within a 180 days (6 months) from the date of issuance or last building inspection. Inspections must continue until a building inspector issues a final inspection.

**It is your responsibility to see that the permit is kept active.** Refer to your building permit inspection card for the necessary inspections and date of last inspection. If the permit should expire, you may be required to pay renewal fees that could be one-half or the full building permit fee.

### **To Request a Permit Extension**

An applicant may request an extension to a permit if less than six months have passed from the date of issuance by making a request in writing to the building department. No fee is required. A permit extension is allowed only once for up to 180 days.

### **To Renew an Expired Permit**

If more than six months (180 days) have passed since permit issuance or the last inspection you may renew the permit for a fee equal to 50% of the original building permit fee.

If more than one year has passed since permit issuance or the last inspection you must submit a new application and/or plans.

NOTE: No inspection can be conducted if a permit has expired. It must be renewed first