

Inspection Related Questions

What is an inspection?

All construction work for which a permit is required shall be subject to inspection by authorized inspectors. It is your responsibility to notify the inspector when the work is ready for inspection. Work is generally inspected and approved in succession and no work may continue beyond the point indicated in each successive inspection without first obtaining the approval of the inspector. Common items to be inspected are foundation excavations, concrete work, wood framing, ventilation equipment, plumbing, electrical, shear wall nailing, roof nailing etc. When completed, there shall be a final inspection and approval of the completed project.

When do I call for an inspection?

Once you obtain a permit you can commence with the work. However, you must schedule an inspection before you cover or conceal any work. If you are unsure of when to schedule for inspection, please contact our office at (707) 648-4374 to find out.

How do I schedule for an inspection?

When the work is ready, request an inspection using one of three options:

- You may now request an inspection using the Interactive Voice Response System (IVR). The cut-off time is 7:00 am for scheduling and canceling same day inspections. Dial (707) 648-4384 and follow a series of prompts either by speech recognition or touch tone to schedule or cancel an inspection or to retrieve results of an inspection.

Internet Request for Inspection

To obtain inspection request for any permit via Internet. From the Web address bar type the following: <http://web.ci.vallejo.ca.us/eTRAKiT3/>.

How do I cancel or re-schedule an inspection?

To cancel or re-schedule an inspection, please contact our office at (707) 648-4374 before 8:00 am on/or before your inspection date. When calling, you will need to know the permit number and the site address.

What do I need at the time of inspection?

At the time of inspection, make sure the following are available on-site:

1. The approved 'Field' set of plans, and
2. The permit card
3. Any previous correction notices from the inspector
4. Any equipment needed to do the inspection such as a ladder.

[What is the Certificate of Occupancy?](#)

A Certificate of Occupancy is issued pursuant to a building permit for new construction, additions, and changes of occupancy after all the necessary construction has been approved by the inspector. It is evidence that the Building Division has determined that the construction was done according to the requirements of the code for the given occupancy to be housed in the building.

Internet Request for Inspection

[If the inspection I would like to request is not listed, what do I do?](#)

Select the inspection that most closely matches the type of inspection you want to request. When in doubt, select the 'rough ...' inspection and place a message in the 'Comments' section. Alternatively, you may contact our office by calling (707) 648-4374.

[Can I select more than one inspection type?](#)

Yes. You may select as many inspection types as you have choices. Please limit your selection(s) to work that is ready to be inspected.

[Can I cancel, reschedule or correct an inspection requested through the Internet?](#)

Yes, you can cancel your inspection before 6:00 am the morning of your inspection.

[How far can I schedule inspections in advance?](#)

The automated inspection request systems allow inspections to be requested only three weeks in advance.

[Can I request an inspection for tomorrow?](#)

You can request an inspection for the next business day as long as the request is made before 12:00 midnight.