



BUILDING DIVISION

INSPECTION INSTRUCTIONS

Request for an Inspection:

- 1) Inspections days are Monday through Thursday, usually from 8:30 a.m. to 3:30 p.m.
The City is closed on Fridays and the following holidays:

Martin Luther King's Birthday; Presidents Day; Cesar Chavez Day (March 31); Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; and, beginning Christmas Eve and ending on New Year's Day.
- 2) **Call before 5:00 p.m. to request an inspection** for the next business day. Requests made after 5:00 p.m. will be scheduled the following business day (for example request made on Monday at 5:30 will be scheduled for Wednesday).
- 3) Call (909) 820-2505 to request an inspection.
- 4) The following information is required:
 - Property Address
 - Permit Number
 - Date for inspection
 - Contact Name and Address
 - Type of Inspection
- 5) **Work must be completed prior to inspection.** Inspectors cannot reschedule inspection for the same day.
- 6) The City may impose a re-inspection fee if a minimum of three inspections are required due to corrections.

Inquire on inspector route on the day of inspection/Contact Inspector:

- 1) **Call after 8:30 a.m. to obtain information on inspection route.** Please do not call before 8:30 a.m., as staff will not have any route information.
- 2) Inspectors are usually available in the office from 7:15 to 8:00 or from 3:15 to 3:45 to answer any questions.
- 3) Call (909) 820-2505 to inquire about inspection route to speak to an inspector.



BUILDING DIVISION

PLAN CHECK INSTRUCTIONS

- 1) Applicants are required to complete and submit a Building Permit and Plan Check Application and three (3) sets of building plans and two (2) sets of “Wet Signed” engineering calculations, if required, to the Building Division.
- 2) Plans are required to meet the 2013 California Building Code. The plans are required to comply with disabled access and the Green Code, per the 2013 California Building Code.
- 3) If a Precise Plan of Design (“PPD”) number is issued, include the PPD # on the right bottom corner of the front page of the plan in 20” point bold letters.
- 4) A building plan check fee is required at the time the plans are submitted. The remaining building permit fees are paid at the time of permit issuance.
- 5) Willdan, an outside consultant, will conduct the building plan check. The initial review is about 10 business days and correction reviews about 5 business days. About 3 additional business days is required for shipping.
- 6) The Building Division is open from Monday through Thursday, from 7:00 a.m. to 6:00 p.m. The City is closed on the following holidays:

Martin Luther King’s Birthday; Presidents Day; Cesar Chavez Day (March 31); Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; and, beginning Christmas Eve and ending on New Year’s Day.
- 7) Plans may be electronically submitted for plan check. Please contact the Building Division to submit electronically.
- 8) The Building Division phone number is (909) 820-2505 and address is Development Services Department, 150 S. Palm Avenue, Rialto, CA 92376.