



City of San Jacinto

Guidelines for Inspections for all Structures

1. 24 hour notice required for all inspections. All requests must be called or faxed (tracts) in before 4 PM to receive a next day inspection. Upon request the following information must be provided: permit number, project address and the type of inspection being requested.
2. The inspector must have access to an approved set of plans and the permit card must be available at all times during the inspection process.
3. The site location shall be easily identifiable and property lines shall be established.
4. The site shall be free of safety violations and obvious hazards, i.e., nails on boards, all trenches filled as soon as possible.
5. Access shall be provided for all inspections i.e., approved ladder or scaffold, panel covers removed, adequate lighting provided.
6. It is requested that someone be onsite at all times, inspector reserves the right to refuse to perform unsupervised inspections.
7. All work for which a permit is required shall be substantial compliance with all applicable codes. The inspector will approve or reject the work at the time of inspection. Rejection of work will be either verbally or in writing.
8. Appointment for inspection will not be made unless special circumstances warrant them. Hours of inspection will be between 8:00 AM thru 11:30 AM.
9. A re-inspection fee may be assessed at the discretion of the inspector for failure to comply with the requirements of this Department and applicable codes.
10. Any complaints or request for interpretation shall be made in writing and directed to the Building Official.
11. You must request an extension, in writing, before your permit expires or you will have to pay an additional fee.