



FROM THE PERMIT COUNTER

Permit Packet for Single Trade Permits

Additional Forms Distributed at Permit Issuance:

- Copy of Permit/Receipt
- Permit Inspection Card
- Construction Hours Sign to be Posted

In this Packet:

1. Building Inspector Contact Information
2. Online Inspection Requests Handout
3. Telephone Inspection Requests Brochure
4. Required Devices Handout
5. Construction Related Fees/Fines
6. **We have Gone Green**
7. Street Services Handout

Other Contacts:

- Business License**
310 458-8745
- City Planning**
310 458-8341
- Fire Inspection**
310 458-8915
- Office of Sustainability (Private Landscape/Irrigation)**
310 458-8405
- Office of Sustainability (Storm Water)**
310 458-8223
- Public Works**
310 458-8721
- Public Landscape**
310 458-8974
- Resource Recovery & Recycling**
310 458-2223
- Sewer**
310-458-8533
- Water Inspection**
310 458-8535

Building & Safety
1685 Main St. Rm. 111
Santa Monica, CA 90401

Phone: 310 458-8355
Website: www.smgov.net



**City of Santa Monica
Building & Safety
Inspector Contact Information**

Telephone Hours: **6:30AM to 7:30AM**
Public Counter Hours: **7:00AM to 8:00AM**

John Guerrero	Inspection Supervisor	8185
Michael Pauly	Lead Combination Building Inspector	8186
Paula Estrada	Staff Assistant	8101

Name	Ext.
Troy Alvord	5594
Anthony Egson	5733
Jim Brewster	8136
Pat Buhlert	8181
Jim Gentry	8152

Name	Ext.
Steve Ghobrial	8120
David Mulick	8187
Glenn Murray	8182
Stefanie Svensson	8184
Randy Dugay	5806

- To speak to your inspector by phone, please call (310) 458-2220 wait for the prompt and dial the extension shown above for the inspector.
- To find out the time of your scheduled inspection or the name of your assigned inspector, please look online after 7:00 AM the day of your inspection at <http://www.smgov.net/Departments/PCD/Permits/Inspections/>, or wait for the phone system to call you back after 7:00 AM, or you can call (310) 458-2220 ext. 8101 after 7:30AM.
- City Hall is open for full services on First Fridays and limited services on Second Fridays. Inspection is approximately half staffed each Friday.
- To schedule an inspection, please call (310) 458-2202 or go online at <http://einspections.smgov.net>



Building & Safety Division SCHEDULING ONLINE INSPECTIONS

Go to:

<http://einspections.smgov.net>

Enter Permit Number and
Street Number—Click Submit

Schedule an Inspection and
Enter Phone Number

Enter Call Back Number—
Click Request Notification

Your Inspection has been
Scheduled!

City of Santa Monica
Planning & Community Development

CSM ONLINE INSPECTION SCHEDULING SYSTEM
If you have a valid permit number, please enter the following information

Permit Number:

Street Number:
For example: enter 150 if the address is "150 Main Street"

Permit Options	Permit Action and Inspection Status						
Permit Lookup Inspection History Current Inspections Schedule Inspection	Permit Number: 15BLD-0015 Site Address: 1685 MAIN STREET Status: Issued						
	<table border="1"> <thead> <tr> <th>Inspections</th> <th>Insp Date</th> <th>Inspection Options</th> </tr> </thead> <tbody> <tr> <td colspan="3">There are no inspections currently active on this permit.</td> </tr> </tbody> </table>	Inspections	Insp Date	Inspection Options	There are no inspections currently active on this permit.		
Inspections	Insp Date	Inspection Options					
There are no inspections currently active on this permit.							

[Printer friendly page](#)

To try scheduling a new inspection, select the 'Schedule Inspection' navigation link on the left.

To view the history of inspections on this permit, select the 'Inspection History' navigation link on the left.

Schedule Inspection

Permit Number: 15BLD-0015
Site Address: 1685 MAIN STREET
Status: Issued

If the date you intend to schedule is not available in the calendar, please check back the day prior to the inspection between 2:30pm - 3:30pm for any cancellations.

Your available scheduling dates are based on the chosen inspection. Please select one from the list below to continue.

Select Inspection Type:

Select Inspection Date:

Jul	August 2015							Sep
S	M	T	W	T	F	S		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31	1	2	3	4	5		

Phone Number: Please provide a number in case we need to reach you. (10 digits, no space or dashes)

Schedule Confirmation

Permit Number: 15BLD-0015
Site Address: 1685 MAIN STREET
Status: Issued

TO RECEIVE NOTIFICATIONS FOR THIS INSPECTION, YOU MUST REQUEST THEM ON THIS PAGE

Status: 1010 - Foundation - Building is scheduled for 8/18/2015

Confirmation Number: 046825-01

You may request a notification of the estimated inspection time (sent the morning of the inspection), a notification of the posted result, or both. Select your notification(s) and verify or enter the phone number to be called.

Which notification do you require? Inspection Time Results Both

What phone number should be used to notify you?
(Enter a 10-digit phone number, starting with the area code)

Permit Action and Inspection Status

Permit Number: 15BLD-0015
Site Address: 1685 MAIN STREET
Status: Issued

Schedule Time Notification: Request successfully processed.

Result Notification: Request successfully processed.

Thank you for using the permitting notification feature.

PERMIT TYPES:

Permits beginning with a Number	(examples)
1 BLD	14BLD-0000
2 MU	14MU-0000
3 CBP	14CBP0000
4 STP	14STP0000
5 MH	14MH-0000
6 OTHER	14OTHER-0000

Permits beginning with a Letter	(examples)
1 B	B0000
2 M	M0000
3 E	E0000
4 P	P0000
5 C	C0000

INSPECTION TYPES CODE LIST:

1010 - FOUNDATION - BUILDING

- Locations and Setbacks
- Soils Engineering Approval
- Concrete Pad(s)
- Grade Beam(s)
- Foundation Hardware
- Foundation/Trench Forms
- Concrete Block First Lift
- Concrete Block Second Lift
- Concrete Block Final Lift
- Raised Floor Framing
- Underfloor Insulation
- Strut Concrete/Slab on Grade

1020 - FOUNDATION - MECHANICAL

- Underground/Floor Mechanical

1030 - FOUNDATION - ELECTRICAL

- Underground/Floor Electrical
- Underground Conduit

1040 - FOUNDATION - PLUMBING

- Underground/Floor Plumbing
- Backflow Protection

1050 - ROUGH BUILDING

- 1st Level FI Sheathing/Framing
- 2nd Level FI Sheathing/Framing
- 3rd Level FI Sheathing/Framing
- Roof Sheathing/Framing
- Ok to Wrap Exterior Only
- Framing Inspection

1050 - ROUGH BUILDING (continued)

- Insulation Wall/Cert. Rcvd.
- Insulation Ceiling/ Cert. Rcvd.
- T-Bar Ceilings
- Drywall
- Interior Lath
- Exterior Lath

1060 - ROUGH - MECHANICAL

- Duct Work
- Fire Dampers
- Exhaust System
- Manufactured Fireplace
- Commercial Hood

1070 - ROUGH - ELECTRICAL

- Rough Electrical Wiring (Walls)
- Rough Wiring (Ceilings)

1080 - ROUGH - PLUMBING

- Drain Waste Vent Test
- Water/Gas Piping
- Shower Pan(s) Test
- Rough Sewer

PRIOR TO CALLING FOR ANY TYPE OF FINAL INSPECTION:

Please be sure that you have received ALL required City Department Approvals - ie: Business License.

1090 - FINAL BUILDING

- Sign Final
- Final Building Inspection

1100 - FINAL - MECHANICAL

- Final Mechanical Approval

1110 - FINAL - ELECTRICAL

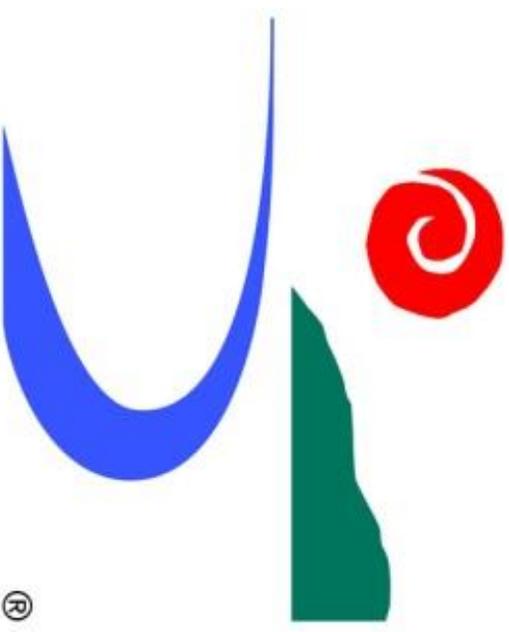
- Temporary Power Pole
- Electrical Service
- Smoke Detectors
- Final Electrical Approval

1120 - FINAL - PLUMBING

- Water Service
- Underground Gas Service
- Water Heater
- Final Gas Test
- Final Plumbing

Special Deputy Inspectors must call (310) 458-2220 ext. 8101

How to Use our Automated Inspection Request Line



To Schedule an Inspection

By Phone: (310) 458-2202

Online: <http://einspections.smgov.net>

To view your Inspection Time

<http://www.smgov.net/Departments/PCD/Permits/Inspections/>

CUT-OFF TIME FOR NEXT DAY INSPECTION IS 3:30 P.M.

City of Santa Monica
Building & Safety Division/Inspection Services
1685 Main Street, Room #111
Santa Monica, CA 90401
Inspection Office: (310) 458-2220 ext. 8101

Welcome to IVR

In an ongoing commitment to improve customer service, the City of Santa Monica has installed an Interactive Voice Response system for scheduling or canceling inspections and for obtaining results of your inspections 24 hours a day, 7 days a week!

To access, dial (3 1 0) 4 5 8 - 2 2 0 2

Schedule Inspections

Cancel Inspections

Obtain Inspection Results

You will be prompted through the entire process.

Press ★ at any time for more information.

Before Calling You Will Need:

- A touch - tone telephone
- A site - specific Permit Number
- A four - digit Inspection Code - Choose the code for the type of inspection you need from the list inside this brochure.

Choose from the following Options:

- Press 1 **Schedule an Inspection.**
- Press 2 **Cancel/Reschedule an Inspection.**
- Press 3 **Obtain Inspection Results.**
- Press 0 **Speak with an Operator**
- Press ★ **General Information and to repeat.**

Transfer to Staff and Obtain Additional Information:

You can press **0** at any time to transfer to an Operator. You can also press ★ to hear an explanation of your current options.

1 - Schedule an Inspection:

1. For permits that begin with a number (1) or letter (2)
2. Follow prompts for entering complete **Permit Number**, including any zeros.
3. Enter the job site street number followed by #.
4. The system will confirm this permit by speaking back the site address.
5. Enter the four-digit **Inspection Code** from the list on the other side of this brochure.
6. The system will now give you an option of the next five days available for inspection.
7. Enter a 10-digit **phone number to be automatically notified** of an estimated inspection time.
8. Press (5) to be **automatically notified** of your inspection results by phone or fax.
9. Confirm previous number entered or enter new phone number to receive results.

After you have scheduled an inspection, you can:

- ❖ Obtain a Confirmation Number and hang up
- ❖ Request another inspection, same permit
- ❖ Request another inspection, different permit
- ❖ Return to the Main Menu

RE-INSPECTION FEES:

For Re-inspection fees

please visit our fee schedule at:

<http://finance.smgov.net/fees-taxes/fees-rates>

Fees will be assessed if you are not ready OR cancel AFTER 3:00pm THE DAY PRIOR to your inspection.

This fee must be paid before you can reschedule your inspection.

2 - Cancel (or Cancel & Reschedule) an Inspection:

1. For permits that begin with a number (1) or letter (2)
2. Follow prompts for entering complete **Permit Number**, including any zeros.
3. Enter the job site street number followed by #.
4. The system will confirm this permit by speaking back the site address.
5. Enter the four-digit **Inspection Code** from the list on the other side of this brochure.

After you have cancelled the inspection, you can:

- ❖ Obtain a Confirmation Number and hang up
- ❖ Cancel another inspection, same permit
- ❖ Cancel another inspection, different permit
- ❖ Reschedule an inspection
- ❖ Return to the Main Menu

3 - Obtain Inspection Results:

1. For permits that begin with a number (1) or letter (2)
2. Follow prompts for entering complete **Permit Number**, including any zeros.
3. Enter the job site street number followed by #.
4. The system will confirm this permit by speaking back the site address.
5. Enter the four-digit **Inspection Code** from the list on the other side of this brochure.

After you have listened to the inspection results, you can:

- ❖ Listen to more results, same permit
- ❖ Listen to more results, different permit
- ❖ Receive a fax of these results
- ❖ Return to the Main Menu

IMPORTANT INFORMATION!

The system will prompt you through the necessary steps during your call. You may make multiple requests during each call. At the end of the call you'll be issued a confirmation number. We recommend that you keep a record of your confirmation number(s) and associated requests in case you need them for future reference.



NOTICE TO PERMIT HOLDER

**Fines for Construction Related Violations
July 1, 2016**

Santa Monica has adopted a schedule of fines for various violations of its municipal code. Enclosed is a schedule of various construction related fines for your reference. Any violation of these municipal code sections will subject you to an administrative fine in the amount shown for each separate code violation. Failure to pay fines when due and/or continued violation of these code sections may also result in criminal prosecution and business license and/or permit revocation.

As the responsible party for this permit, you must follow all municipal code sections related to the proposed construction. Please insure that all persons involved in your construction project understand and follow our community standards. If you should have any questions about these standards or any specific municipal code section, please contact our code enforcement staff at (310) 458-4984. You may also read any Santa Monica municipal code section online at <http://www.qcode.us/codes/santamonica/>. Your voluntary compliance is appreciated.

Code	Section	Violation Description(s)	Fine
SMMC	4.12.060	Exterior Noise Standards	\$500
SMMC	4.12.070	Excessive Vibration	\$500
SMMC	4.12.090	Noisy Animals	\$250
SMMC	4.12.100	Public parks, beaches or recreational facilities restrictions	\$250
SMMC	4.12.110	Demolition, excavation, grading, spray painting, construction, maintenance or repair of building activity-hours & noise limits	\$500
SMMC	4.12.120	Failure to Post Construction Hours Sign	\$250
SMMC	4.12.150	Business Support Operations	\$250
SMMC	4.12.160	Interference with Enforcement	\$500
SMMC	4.12.180	Gardening/Landscaping Activities-Hours of Operation	\$250
SMMC	5.08.140	Removal/Destruction of Building Officer's Posted Notice	\$500
SMMC	7.04.010	Excavation in The Public Way Without Permit	\$500
SMMC	7.04.100	Location of Excavations	\$500
SMMC	7.04.160	Excavation in Public Way-Vehicle/Pedestrian Access	\$250
SMMC	7.04.210	Regulations for Resurfacing Work in Public Way	\$250
SMMC	7.04.230	Excavation in Public Way-Vehicle Crossing	\$250
SMMC	7.04.240	Excavation in the Public Way-Per Plat/Application	\$250
SMMC	7.04.240	Excavation in the Public Way-Due Diligence	\$500
SMMC	7.04.490	Connection of Sewer Without Permit	\$500
SMMC	7.04.650	Sewage from Vehicle into Sewer System Without Permit	\$500
SMMC	7.04.670	Materials/Equipment in Public Way Without Permit	\$500
SMMC	7.04.700	Revocation of Permits-Work to Cease	\$1,000
SMMC	7.04.710	Failure to Remove Materials/Equipment in Public Way	\$500
SMMC	7.04.720	Illumination of Building Materials Stored in Public Way	\$250
SMMC	7.04.730	Regulations for Building Material Deposits and Cranes	\$250
SMMC	7.04.740	Mixing/Storing Cementitious Materials On/Near Street	\$250
SMMC	7.04.750	Failure to Post Street Use Permit	\$250
SMMC	7.04.760	Construction Debris in Public Way	\$500
SMMC	7.10.040	Urban Runoff Pollution Control Practices-All Properties	\$500
SMMC	7.10.050	Urban Runoff Reduction Requirements	\$500
SMMC	7.10.060	Urban Runoff Requirements for Construction Sites	\$500
SMMC	7.12.060	Temporary Water Service Without Permit	\$500
SMMC	7.12.090	Additional Best Management Practices	\$500
SMMC	7.12.350	Unauthorized Use of City Water	\$500
SMMC	7.16.020	Excessive Water Use	\$250
SMMC	7.18.090	Violation of Plumbing Code Standards	\$500

Code	Section	Violation Description(s)	Fine
SMMC	7.36.020	Moving Building/Structure on City Street Without Permit	\$500
SMMC	7.40.110	Planting of Tree in Parkway Without Permit	\$300
SMMC	7.40.110	Trim or Prune City Tree without Permit	\$500
SMMC	7.40.110	Injure/Interfere With City Tree-No Replacement Required	\$500
SMMC	7.40.110	Removal of City Tree without Permit	\$1,000
SMMC	7.40.110	Injure/Interfere With City Tree-Replacement Required	\$1,000
SMMC	7.40.130	Interference with City Tree Administration	\$500
SMMC	7.40.140	Intentional Damage to City Tree	\$1,000
SMMC	7.40.150	Unauthorized Attachment to City Tree	\$100
SMMC	7.40.160	Protection of Trees During Construction/Demolition	\$500
SMMC	7.44.020	Maintain Premises Free of Weeds	\$250
SMMC	7.48.020	Litter in Public Places	\$250
SMMC	7.48.050	Property Owner to Keep Adjacent Public Way Free of Litter	\$250
SMMC	7.48.060	Litter on Private Property	\$250
SMMC	7.48.070	Owner to Maintain Premises Free of Litter	\$250
SMMC	8.04.010	Failure to Maintain-Technical Codes	\$500
SMMC	8.08.030	Continuing Use after Order to Discontinue Use	\$1,000
SMMC	8.08.050	Construction Work Without Permit	\$500
SMMC	8.08.070	Construction Work with Expired Permit	\$500
SMMC	8.08.100	Failure to Provide Special Inspection as Required	\$1,000
SMMC	8.08.110	Installation of Work from Unapproved Fabricator	\$500
SMMC	8.08.120	Failure to Provide Structural Observation as Required	\$1,000
SMMC	8.08.130	Occupancy Prior to Issuance of Certificate of Occupancy/ Final Inspection Approval	\$500
SMMC	8.08.160	Connection to Utilities Without Approval	\$500
SMMC	8.08.160	Reconnecting Utilities after Order to Disconnect	\$1,000
SMMC	8.08.170	Sandblasting Regulations-General	\$500
SMMC	8.08.170	Sandblasting-Failure to Give Three (3) Day Notice	\$750
SMMC	8.08.190	Violation of Temporary Trailer Regulations	\$500
SMMC	8.08.200	Failure to Brace Water Heater	\$500
SMMC	8.52.020	Maintaining Pool/Spa/Fountain Water Clarity	\$250
SMMC	8.84.020	Maintaining Drainage	\$250
SMMC	8.96.030	Responsibility for Maintenance-Public Nuisances	\$1,000
SMMC	8.96.220	Abandoned, Wrecked, Dismantled and Inoperative Vehicles	\$500
SMMC	8.100.010	Violation of Means and Methods Plan	\$500
SMMC	8.100.040	Failure to Provide Construction Notice to Residential Tenant	\$500
SMMC	8.108.100	Landscape and Irrigation Requirements	\$250
CFC	3313.1	Standpipe System Required During Construction	\$1,000

REPEAT VIOLATIONS: The administrative citation fine amount for a second violation of the same Code provision by the same responsible party within thirty-six (36) months from the date of an administrative citation shall equal one hundred twenty-five percent (125%) of the fine amount listed in this Resolution for a first violation of that Municipal Code section at the time of the second violation. The administrative citation fine amount for a third and any subsequent violation of the same Code provision by the same responsible party within thirty-six (36) months from the date of an administrative citation shall equal one hundred fifty percent (150%) of the fine amount listed in this Resolution for a first violation of that Municipal Code section at the time of the third, or as applicable, subsequent violation.

LATE PAYMENT CHARGES: Payment of the administrative citation fine amount after thirty (30) days from the date of the administrative citation shall be subject to an additional late payment charge. The late payment charge shall equal ten percent (10%) of the administrative citation fine amount due to the City, or ten percent (10%) of the amount remaining unpaid to the City if a portion of the fine amount was timely paid. Late payment charges shall be in addition to the amount of the administrative citation fine amount. In addition, interest shall accrue on all unpaid monies due, exclusive of late payment charges, at the rate of one half of one percent per month of the total amount due from the date the administrative citation fine amount becomes delinquent until the date that all delinquent amounts are paid to the City.

Required Devices to be Installed when a Permit is Issued

Device	Specification	Type of Improvement	Power Supply	Installation Location
Carbon Monoxide Alarm (where fuel burning appliances are installed or where garage is attached) [2013 CBC, Section 420.6]	Shall be listed as complying with UL 2034 and 2075	New construction, addition, or remodel (valuation over \$1,000) results in the removal of wall and ceiling or there is access to the attic, basement or crawl space.	Hardware with battery back-up, and shall be interconnected. In covered multifamily dwellings – shall be with visible alarm notification appliances per NFPA 720 and Chap. 11A	Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom; on every level and basement; per manufacturer specification
		Remodel (valuation over \$1,000) and where repairs or alterations do not result in the removal of wall and ceiling or no access of attic, basement or crawl space	Battery operated	
Smoke Detector [2013 CBC, Section 907.2.11.2.2; 2013 CRC, Section R314; and Santa Monica Municipal Code 8.44.100]	Shall be listed as complying with UL 217, display the date of manufacture, provide a place on the device where the date of installation can be written, and incorporate a hush feature	New construction, addition of bedroom, or remodel results in the removal of wall and ceiling or there is access to the attic, basement or crawl space.	Hardware with battery back-up, shall emit a signal when battery is low, and shall be interconnected	On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; each bedroom; and on every level and basement; per manufacturer specification
		Remodel (valuation exceeds \$1,000) where repairs or alterations do not result in the removal of wall and ceiling or no access of attic, basement or crawl space; transfer of property	Battery operated (shall contain a non-replaceable, nonremovable battery that is capable of powering the smoke alarm for at least 10 years) and interconnected [SB745]	
Seismic Gas Shutoff Valve (where structure has fuel gas piping) [Santa Monica Municipal Code Section 8.32.070]	Certified by State Architect pursuant to Section 19202 of the Health and Safety Code	New building, addition or alteration (valuation exceeds \$10,000) or sale of property	N/A	On the customer owned gas piping: In condominium shall be on the portion of the customer owned gas piping that serves the individual condominium unit if such a device does not exist on the customer owned gas piping that serves the entire building; per manufacturer specification



Building & Safety Division ONLINE SERVICES

We Have Gone Green!

Apply for a Permit:

<http://www.smgov.net/departments/pcd/permits/epermits/>

(Only offered for simple improvements to single family dwellings and to apply for Residential Building Records reports)

Request an Inspection:

<http://einspections.smgov.net>

Apply for Plan Check and Revisions to Permits:

<http://eplans.smgov.net>



ePlans is an easy-to-use internet-based application for electronic plan submittal, review, correspondence and approval. ePlans offers a greater environmental friendly approach to the plan check process and eliminates wasteful progress paper drawings.



NEED OFF-SITE SERVICES?

Did you know that the City of Santa Monica offers removal/hauling/replacement services of sidewalk, driveway, curb, gutter, and alley in addition to tie-in to existing asphalt/concrete?

If you would like to receive more information about using the City Services for your off-site construction work, please contact:

Jason Baer, Supervisor

Street & Fleet Services

Public Works Department

direct (310) 863-9844 \ phone (310) 458-8502 \ email jason.baer@smgov.net

For current list of off-site service fees, please visit the City's Finance Website