

## PERMIT TYPES:

- 1 # - Combination .....(examples)
  - 1 - New Permit (6 digits) .06 **CBP** 0101
  - 2 - Old permit ( 5 digits) .....**C** 01010
- 2 # - Single Trade Permit ..... 06 **STP** 0101
- 3 # - Building ..... **B** 01010
- 4 # - Electrical..... **E** 01010
- 5 # - Plumbing..... **P** 01010
- 6 # - Mechanical.....**M** 01010
- 7 # - Demolition.....**D** 01010
- 8 # - Sign .....**S** 01-010
- 9 # - Earthquake .....**ORD** -0101
- 10# - Mobile Homes.....06 **MH** 0001

## INSPECTION TYPES CODE LIST:

### 01 # - 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

### 02 # - FOUNDATION - MECHANICAL

- Underground/Floor Mechanical

### 03 # - FOUNDATION - ELECTRICAL

- Underground/Floor Electrical
- Underground Conduit

### 04 # - FOUNDATION - PLUMBING

- Underground/Floor Plumbing
- Backflow Protection

### 05 # - 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

### 05 # - ROUGH BUILDING (cont.)

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

### 06 # - ROUGH - MECHANICAL

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

### 07 # - ROUGH - ELECTRICAL

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

### 08 # - ROUGH - PLUMBING

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

**PRIOR TO CALLING FOR A  
FINAL BUILDING INSPECTION:  
Please be sure that you have received  
ALL required City department Approvals  
- ie: Business License.**

### 09 # - FINAL BUILDING

- Sign Final
- Final Building Inspection

### 10 # - FINAL - MECHANICAL

- Final Mechanical Approval

### 11 # - FINAL - ELECTRICAL

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

### 12 # - FINAL - PLUMBING

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

### 13 # - DEPUTY INSPECTOR ON SITE

## HOW TO USE OUR AUTOMATED INSPECTION REQUEST LINE



**TO SCHEDULE AN INSPECTION  
BY PHONE @ (310) 458-2202**

**CUTOFF TIME FOR NEXT DAY  
INSPECTIONS IS 3:30 PM**

**OR**

**ON LINE AT**

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

**AND**

**you can view your inspection  
times ON LINE at  
<http://einspections.smgov.net>**



## 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, for obtaining results of your inspections 24 hours a day, 7 days a week!

To Access, dial **(310) 458-2202**

**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:

1. A touch - tone telephone
2. A site - specific Permit Number
3. A two - 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 an Inspection.**  
Press 3.....**Obtain Inspection Results.**  
Press 0.....**Speak with an Operator**  
Press \*..... **General Information** or to repeat.

### Transfer to Staff and Obtain Additional Information:

You can **press 0 at any time** to transfer to a live staff member. You can also press \* to hear an explanation of your current options.

Building and Safety Division  
City of Santa Monica 1685 Main St Rm. #111  
Santa Monica, CA 90401 Office: (310) 458-8355

## 1 - Schedule an Inspection:

1. **Next Day Inspection** (1) for Yes or (2) for No
2. (1) for Single Family or (2) for All Others
3. Enter the **Permit Type PLUS #**
4. **For New Permits (1) or Old Permits (2)**
4. Enter the **six-digit Permit Number**, including any zeros. The system will confirm this permit by speaking back the site address.
5. Enter the two-digit **Inspection Code PLUS #** from the list on the other side of this brochure.
6. The computer will now give you an option of several different days for your inspection.
7. Were you able to schedule your inspection for the date you wanted? (1) Yes or (2) No
8. Enter **phone number**.
9. Press (5) to be **automatically be notified of an estimated time** or after your inspection has been completed.
10. Enter the phone number that you would like the computer to call you back

After you have scheduled an inspection, you can:

- 1 - **Get a Confirmation Number and hang up.**
- 2 - **Request another inspection**, same permit
- 3 - **Request another inspection**, different permit
- 4 - **Return to the Main Menu.**
- 5 - **Be notified of inspection times.**

### RE - INSPECTION FEES:

A **RE-INSPECTION Fee** of:  
**\$ 170.34 for Combination Permits**  
**Single Trade Permits**  
**Residential—\$56.10**  
**All Others—\$113.22**

**Will be assessed if you are not ready for your inspection or for cancellations AFTER 3:00 PM THE DAY PRIOR to your inspection.**

**This fee MUST be paid before you can reschedule your next inspection.**

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

1. Enter the **Permit Type**
2. Enter the six-digit **Permit Number**, including any zeros. The system will confirm this permit by speaking back the site address.
3. Enter the two-digit **Inspection Code** from the list on the other side of this brochure.

After you have cancelled the inspection, you can:

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

## 3 - Obtain Inspection Results:

1. Enter the **Permit Type**
2. Enter the six-digit **Permit Number**, including any zeros. The system will confirm this permit by speaking back the site address.
3. Enter the two-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
- **Listen to any messages** from your inspector
- **Get a Confirmation Number and hang up.**
- **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 will issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated requests in case you need them for future reference.