

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/](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.