



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

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Typical Inspection Procedures

The purpose of this document is to help clarify the typical sequence of building inspections required for; new dwellings, additions, remodels, commercial projects, etc. The basic rule here is; **do not cover any portion of the work without the approval of your inspector.** Your permit card lists the required inspections for your project. However, if you are unsure what work requires inspections, please contact your inspector who will be happy to assist you.

Procedure: A building permit is valid for one year from the date of issuance per County Code 12.10.335, and is extended six months thereafter for each approved progress inspection. This is not accumulative, after you have been approved for a progress inspection your permit will be extended six months from that date.

Progress Inspection: An inspection of a portion of work that demonstrates that the project is progressing towards a final inspection. It is up to the Building Inspector to determine that progress.

Typical Sequence of Inspections

Foundation inspection: To be made after all forms, reinforcement steel, hold-down bolts and anchor bolts are in place. The inspector will check the setbacks (distance from new form boards to the property lines). The property lines must be confirmed by a survey or existing survey hubs at the property corners. The inspector will also confirm the depth and size of the excavations. All applicable soils memos required will be collected at this time. (Note: all bolts passing through or in contact with pressure treated wood shall be galvanized.

Concrete Slab or Under Floor inspection: To be made after in-slab plumbing and ducting (if applicable) are in place prior to pouring concrete, or plumbing, ducting, gas line (with pressure test) and wood framing are complete prior to installing under floor insulation and floor sheathing, including subfloor.

Under Floor Insulation inspection: To be made prior to the installation of floor sheathing, including subfloor.

Roof Shear inspection: To be made after all roof sheathing is nailed off as well as any strapping or drag nailing that may apply. The inspector will check the roof framing to confirm it is consistent with the approved plans. Any deferred submittal for truss calculations must be plan checked and issued as part of the "Job Copy" at this time.

Exterior Shear and Hold-down inspection: To be made after all plywood on the exterior walls is installed and nailed and all hold-down devices, manufactured shear walls (Simpson or Hardy etc.), straps and transfer clips are installed and nailed or screwed per plan. No windows, doors or exterior trim should be installed prior to this inspection without the approval of your inspector.

Rough Frame, Rough Plumbing, Rough Electrical, Rough Mechanical, and Gas Line with Pressure Test inspection: To be made after the building is made “water-tight” including installation of the roof, windows and doors, and siding or stucco lath. **Note: The Fire Marshall must inspect and sign your permit card approving the rough fire sprinkler system before the Rough Frame inspection is scheduled.** The following items should be complete for this inspection:

1. All framing, fire blocking, draft stopping, roof ventilation and bracing.
2. All drainage and vent piping, all water supply piping, and all gas piping should be complete and under test. Nail protector plates installed where applicable.
3. All ducting installed and sealed, all appliance venting installed to the exterior, all condensate wastes installed if applicable, and all exhaust fans installed and vented to the exterior.
4. All wiring installed and stapled. All electrical boxes “rough made up”. All grounding and bonding completed. All electrical panels installed and “rough made up”. All lighting can fixtures installed per plan. Nail protector plates installed where applicable.

Wall and Ceiling Insulation inspection: To be made after rough frame sign off and all wall and ceiling insulation is installed.

Drywall inspection: To be made after insulation signoff all drywall and tile backer is installed and fastened.

Exterior Lath inspection: To be made after rough frame signoff and all wire lath and paper is installed and fastened. This inspection may be combined with the Drywall inspection.

Scratch Coat inspection: To be made after the scratch coat has been applied and has dried for a minimum of 48 hours.

Shower Pan Inspection: To be made after the shower pan has been installed and is holding water.

Interior Lath (shower) inspection: To be made after the shower lath and paper are installed and fastened. Ask your inspector about exceptions to this inspection.

Final Inspection: To be made after finish grading and the building is completed and ready for occupancy. All agency holds shall be cleared and the final building inspection shall be completed prior to the permit reaching “final status” and utility releases for gas and electric are issued.