



FAX NUMBER (408) 292-6241

DEVELOPMENT SERVICES – BUILDING DEPARTMENT, 200 EAST SANTA CLARA ST, SAN JOSE CA. 95113-1905

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Call Needed: Y N

Your Name: \_\_\_\_\_ Contractor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Inspection Date Requested: \_\_\_\_\_ Property Type:  Single-Family  Multi-Family  Commercial / Industrial

Special Instructions: \_\_\_\_\_ Inspector of Record: \_\_\_\_\_ Tract Number: \_\_\_\_\_

Inspection Area Number: \_\_\_\_\_ Project Name: \_\_\_\_\_ Name on Building: \_\_\_\_\_

Permit Number	Job Address	Lot No.	Bldg No.	Suite No.	No. of Units	Type of Inspection	IRN# <i>For office use</i>
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**PLEASE INDICATE THE APPROXIMATE AMOUNT OF TIME NEEDED FOR THESE INSPECTIONS: Hour(s) \_\_\_\_\_ Minutes \_\_\_\_\_**

BUILDING	BUILDING	BUILDING	BUILDING	PLUMBING	ELECTRICAL	MECHANICAL	POOL
Foundation	Lateral	Block/Concrete	Fireplace	121 Slab Plumbing	111 Ground Electrode	235 Underfloor	813 Pre-Gunite Elect
140 Zoning / Setback	341 Shear Exterior	446 Concrete Panels	141 Footing	221 U/G Plumbing	112 Slab Electrical	433 Rough Ducts/Flues	814 Pre-Deck Plumb
141 Footing	342 Shear Interior	447 Block Walls	841 Firebox	222 U/G Gas Piping	211 U/G Electrical	432 Grease Hoods / Duct	815 Light Shell Pttg
142 Slab	343 2 <sup>nd</sup> Side Shear	Insulation	842 Steel/Strap	223 U/G Water	215 U/F Electrical	631 S/F Dampers	823 Pre-Gunite Plmb
143 Piers	344 Sub-Floor Nail	541 Floor Insulation	948 FINAL	225 U/F Plumbing	411 Wall Electrical	731 Furnace Change Out	843 Pre-Gunite Bldg
144 Grade Beams	345 Roof Nail / Trusses	542 Wall Insulation		421 Topout/Rough	412 Ceiling Electrical	<b>938 Mechanical FINAL</b>	<b>918,928,948 FINAL</b>
145 Stem Wall	346 Moment/Braced Frame	543 Ceiling Insulation		422 Tubs	413 Rough Electrical		
Underfloor	Rough	545 Insulation		423 Shower Pan	<b>918 Electrical Final</b>	<b>Replace Furnace</b>	
245 U/F Frame	442 Lath	Fire/Interior Finish		424 Roof Drains		413,433,918,938	
246 U/F Shear	443 Roofing	641 Rated Walls		425 Rough Gas Piping	111,413,918Service Chng		
	444 Frame	642 Rated Ceiling		925 Gas Pressure Test	111,413,918Temp Pwr Pl.	<b>Add Air Condition</b>	
		643 T-Bar Ceiling		<b>928 FINAL</b>	413,918 Sign	413,433,918,938	
		<b>948 Building FINAL</b>					

- This form may be faxed 24 hours a day to (408) 292-6241 to schedule an inspection. Inspection requests received by fax before 12:00 p.m. can generally be scheduled for the next working day. We *never* schedule inspections for the following work day after 2:00 p.m.
- You will receive a call to confirm your inspection request was received, and the date it was scheduled for. If you do not receive a call within 2 hours of sending your request, please contact our office at (408) 535-3555 to ensure the fax was received. *If you do not receive a confirmation call, your inspection may not be scheduled.*
- The Inspector will be at the inspection site between 8:00 a.m. – 4:00 p.m. If access is a problem or you need a time frame as to when the Inspector will be at your job site, please indicate that you would like the Inspector to call you between 7:00–8:00 a.m. *Inspectors will not call pagers.*
- If you need to cancel or reschedule an inspection, you MUST call (408) 535-3555 BEFORE 2:00 PM two business days (48 hours) prior to inspection.*