



# INSPECTION REQUEST FORM

*Department of Public Works*

Engineering Services Division, Structural Engineering & Code Inspection  
1661 Senter Rd., Building A, 1st Floor, San José, CA 95112

**IMPORTANT** – Please read all items listed below before you fill out the Inspection Request Form (IRF).

1. Complete one IRF per trade (e.g., Structural/Building, Mechanical, Electrical, or Plumbing).
2. Enter the trade in the subject line of the email when sending the IRF via email.
3. Email the completed IRF (as a PDF) to [PWCodeInspections@sanjoseca.gov](mailto:PWCodeInspections@sanjoseca.gov) a minimum of (2) working days prior to the requested inspection. (Note that IRFs submitted after 3:30 PM will be processed the following working day.)
4. A SECI staff member will confirm the IRF within (1) working day. If you have not heard from a SECI staff member, contact SECI immediately.

IRF No.:		Charge Code:	
Contact Name:		Contact Number:	
Contractor:		Permit Number:	
Project Name:			
Project Address:			
Date of Request:		<input type="checkbox"/> AM <input type="checkbox"/> PM (Note: The time for the inspection is tentative and it is confirmed the day of the inspection.)	
Date of Inspection:			

**Type of Inspection:** (Complete one IRF per trade. Use the scroll down menu or write down the inspection type after the trade—if completing the IRF by hand.)

- Structural/Building: \_\_\_\_\_
  Electrical: \_\_\_\_\_  
 Mechanical: \_\_\_\_\_
  Plumbing: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Detailed description of site location and/or inspection requested:**

**I certify that:**

1. The SECI-approved drawings, project specifications, and contract documents pertaining to the required inspections were reviewed.
2. The work has been reviewed by the superintendent and it meets Item 1.

**Signature of Contractor:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_ **Time:** \_\_\_\_\_

- Result:**
 Approved
  Partial Approval
  Partial with Corrections
  Correction Notice  
 Ongoing
  Not Ready
  Canceled
  Documentation Required  
 Reinspection Required
  Preconstruction/Courtesy
  Unable to Gain Access  
 Other: \_\_\_\_\_

(See Page 2 for [Inspector Comments](#))



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<b>IRF No.:</b>		<b>Permit Number:</b>	
<b>Date of Inspection:</b>		<b>Project Name:</b>	

**Inspector Comments:**

**Signature of Inspector:** \_\_\_\_\_