



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 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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IRF No.:		Permit Number:	
Date of Inspection:		Project Name:	

Inspector Comments:

Signature of Inspector: _____