



ISSUED BUILDING PERMIT **INSPECTION PROCEDURE HANDOUT**

Congratulations your permit is approved! As you commence your project, the required building inspections/steps are listed on the job inspection card, which is on the back side of the building permit.

Please read below for useful information during your building process.

1. To request a Building inspection, please call and leave a message on the **Building Inspection Request Line (707) 678-7005** by 3:00pm for automatic next day inspection, except for Wednesdays. If you call in after 3:00pm it will be the day after next, **NO EXCEPTIONS**. The inspection will roll over to the next business day. Inspections may only be requested 24 hours in advance.
2. Inspection hours are 8:00am to 2:30pm due to the volume of inspections. The city does not provide specific times of inspections. You can leave a request for AM or PM and we will try to honor it, but it is not guaranteed, and is based on number of inspections for that day, the location of all the inspections and duration of other inspections.
3. When you leave an inspection request, please speak slowly and clearly and provide the **permit number, job site address, requested inspection type, contact name and phone number**.
4. Inspection days for all permits are Monday, Tuesday, Thursday and Friday. There are no inspections on Wednesdays or on city observed holidays. The only exception is in the Homestead residential subdivision, where inspections are available on Wednesdays
 - a. City recognized holidays, where all services are closed include: New Year's Day observed, Martin Luther King Birthday, Presidents Day, Memorial Day, Juneteenth observed, 4th of July observed, Labor Day Veterans Day, Thanksgiving and day after holiday, Christmas Eve observed, Christmas Day observed.
5. To be successful with your inspections, we require a few things on site:
 - ✓ Please have your permit card and inspection card onsite. These need to be with the responsible party or posted somewhere obvious and able to be seen clearly from a distance.
 - ✓ Please have the approved job copy of plans (stamped, approved, signed and dated by City of Dixon Building Department) with the correct size, as listed below, onsite with the required documents specific for your project.
 - Residential New Structures 24" x 36" minimum
 - Addition/Remodel 24" x 36" minimum
 - Patio Cover 11" x 17" minimum
 - Small Repairs 8.5" x 11" minimum
 - Pool/Spa 11" x 17" minimum
 - Solar 11" x 17" minimum
 - Commercial 24"x 36" minimum



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- ✓ Unless previously discussed a person must be onsite to walk the inspection with the inspector
- ✓ Ladder Protocols - if a ladder is needed to conduct the inspection, a Type 3 ladder shall be provided by permit holder. A person shall be onsite to hold the ladder for safety.
- ✓ If anything needs to be inspected that is under floor, open trench, within walls, within the ceiling etc it is up to the permit holder to leave it exposed until the inspection is completed. If the inspection area is covered over it is at the cost of the permit holder to open it back up and repair the area after inspection.
- ✓ If there is an exposed hole be sure to clearly mark the area for safety if it is needed to be exposed for an extended amount of time.
- ✓ Keep the site clean and clear of trash. For safety pick up nails, scrap metal etc. If the inspector needs to replace their vehicle tires you will be charged a re-inspection fee.

****Be advised** if the project is not ready for the requested inspection, or if plans/documents are not on site, the inspector will result as NOT READY. If it happens more than one time, there may be re-inspection fees charged. Re-inspection fees must be paid in person before calling for another inspection. For general questions about the permit resubmittal process or requirements, please contact the Building Division at (707) 678-7000 x1789 or building@cityofdixon.us