



**DEVELOPMENT SERVICES – BUILDING INSPECTION**

**INSPECTION GUIDELINES:  
SEQUENCE OF INSPECTIONS**

**INSPECTION CODE:** N/A

**SCOPE:** RESIDENTIAL AND COMMERCIAL

**APPLICABLE CODES:** 2016 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and PAMC

*The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.*

**MAIN INSPECTIONS**

<b>INSPECTION CODE</b>	<b>DESCRIPTION</b>
111	The pre-construction meeting is required for contractors unfamiliar with The City of Palo Alto procedures, new homes, and major remodeling. The pre-construction meeting is mandatory for projects with basements that require de-watering.
151	Like Inspection 111, this meeting is also required for all projects that have Green Building Requirements. No inspections will be scheduled until this inspection has been signed off.
201	Pre-Demolition Utilities inspection is mandatory for complete or partial building demolition or any other excavation where gas and electric utilities exist.
105	Demolition Final permit sign-off: If C & D ordinance and sewer cap are completed, you may include the foundation inspection with this inspection.
202	Temporary/Construction Power/Final
501	Underground/Slab Plumbing
204	Foundation and setbacks general requirements (all foundation systems require this inspection). Foundations in flood zones require a joint inspection with the Public Works inspector. Contact PW inspector Denis Huegle at 650-496-6962, inform Denis of the building inspectors name, date, and approximate time of inspection. The purpose of the joint inspection is to determine the correct location of the flood vents.
407	Grounding electrode system (all foundation systems require this inspection)
206	Slab-on-grade/post tension slab (typically requires 501 Underground/Slab Plumbing prior to this inspection)
208	Wall steel (outside forms only)
248	Inside forms, embedment's, anchor bolts, water stop, survey letter
205	Piers and footings
210	Shotcrete (add 208 – Wall Steel)
207	Masonry Construction CMU (add 208 Wall Steel)
212	Joist (prior to installation of sub-floor for basement, crawl space, and floor sleepers)

<b>INSPECTION CODE</b>	<b>DESCRIPTION</b>
213	Joist (and underfloor combo—plumbing, mechanical and electrical). In flood zone, Public Works sign-off is required.
214	Under-floor insulation
215	Daylight Plane (compliance shall be verified prior to and in conjunction with structural frame inspection)
216	Roof and exterior sheathing, structural frame (add 215 – Daylight Plane)
220 *	All-trades (Residential): Rough mechanical, electrical, plumbing and frame. Prior to this inspection the entire building is to be weather-tight, including the completion of the roof. (219 – Roof In-Progress Inspection for new homes; 805 – Roof In-Progress Inspection for re-roofs.)
301	Multi-Trades (Commercial)
250	Exterior Deck & Membrane Test
152 *	Green Building Intermediate Verification: Prior to insulation, call for this inspection to verify that Green Building requirements are on track, including construction and demolition (C&D) tags.
235	Insulation prior to sign-off all corrections shall be complete and 242 – Tub Test verified.
243	Drywall (Residential)
303	Drywall (Commercial)

**OTHER INSPECTIONS**

<b>INSPECTION CODE</b>	<b>DESCRIPTION</b>
219 *	In-progress roof inspection for new homes
218 *	Exterior lath
241 *	Shower Pan (in conjunction with tile lath inspection after drywall/tile backer inspection)
240	Masonry fireplaces
244	Tile lath (in conjunction with shower pan inspection after drywall/tile backer inspection)
242 *	Tub test
246 *	Electrical torque
247 *	Hot check

**CONDITIONAL METER RELEASE**

INSPECTION CODE	DESCRIPTION
108 *	Construction power/Conditional electrical meter release
109 *	Conditional gas service

**FINAL UTILITY RELEASE**

INSPECTION CODE	DESCRIPTION
222	Gas meter release
405	Electric meter release

**FINAL INSPECTIONS**

INSPECTION CODE	DESCRIPTION
153	Green Building Final: This inspection must be signed off before you can schedule a Final Inspection. Prior to Final Inspection, submit all construction & demolition (C&D) receipts for review & approval
104	Accessibility Compliance: prior to Final Inspection for Commercial
101	Final inspection for: Residential, Commercial, Tenant Improvement, and Multi-Family
103	Use & Occupancy: With Final Inspection for Tenant Improvement

**\* INSPECTION BUNDLING**

Highly recommended: In the interest of efficient inspection scheduling, it is recommended to bundle the following type of inspections:

INSPECTION CODE	DESCRIPTION
111, 151, 105, 202	Pre-Construction Meeting, Green Building Pre-Construction, Demolition Final, Temporary/Construction Power
152, 250, 220, 219, 218	Green Building incremental verification, Exterior Deck & Membrane Test, All-trades, In-progress roof, Exterior lath
235, 242	Insulation, Tub test
243, 244, 241	Drywall, Tile lath, Shower pan
222 or 405	Gas meter release or Electric meter release
246, 247	Electrical torque, Hot check