

## ALAMEDA COUNTY BUILDING INSPECTION DEPARTMENT AUTOMATED INSPECTION REQUESTS

### WELCOME TO OUR PERMIT REQUEST SYSTEM

In our ongoing commitment to improve customer service, the Alameda County Building Inspection Department has installed an interactive voice response system so you may phone in your inspection request 24 hours a day, seven days a week. Inspection requests must be received before 12 A.M. on the day you want the inspection. Requests received after the cutoff time will have to be scheduled for another day that you select.

#### INSPECTION REQUEST LINE (510) 670-5434

- **SCHEDULE INSPECTIONS**
- **CANCEL INSPECTIONS**
- **RETRIEVE INSPECTION RESULTS**
- **CHECK ON APPLICATION STATUS**

#### BEFORE CALLING YOU WILL NEED:

1. A touch-tone phone.
2. A permit number for the job site
3. An Inspection Type Code Number – choose from the codes listed on your job card and at the end of this brochure.

#### WHEN YOU CALL YOU WILL BE GIVEN THE FOLLOWING OPTIONS:

- |           |  |
|-----------|--|
| Press (1) | Schedule or Cancel an Inspection                 |
| Press (2) | Get Inspection Results; Track Application Status |
| Press (3) | Website, Hours and Location                      |
| Press (4) | Plan Checkers                                    |
| Press (5) | Building Inspectors                              |
| Press (6) | Grading and Land Development                     |
| Press (7) | Repeat Menu                                      |
| Press (0) | Get Personal Assistance                          |

**Each time you enter requested information the system will confirm it by speaking the information back to you. If it is incorrect you will have a chance to make any corrections. The system cannot schedule an inspection or provide information until all the information entered is correct.**

#### TO SCHEDULE AN INSPECTION:

1. **Enter the Permit Number** (Just enter numbers without letters. All of our numbers begin with “BLD” ignore this and just put in the 9 digits that follow. Omit the dash.
2. **Enter the Inspection Type Code Number** from the job card or from this brochure. **Enter the Inspection Date.** Use 6 digits. For numbers less than 10 insert a “0” before each number. For example, January 2, 2022 is “010222”.
3. **Enter Your Preference for an A.M. or a P.M. Inspection.** We cannot promise you will receive your preference but, where possible, our inspectors try to accommodate your preference.
4. **Enter your phone number.** This is so we can contact you if necessary on the day of the inspection.

*After you have scheduled an inspection you may schedule another one by pressing “1”, return to Main Menu, or hang up.*

#### TO CANCEL AN INSPECTION:

1. **Enter the Permit Number** (Just enter numbers without letters. All of our numbers begin with “BLD” ignore this and just put in the 9 digits that follow. Omit the dash.
2. **Enter the Inspection Date.** Use 6 digits. For numbers less than 10 insert a “0” before each number. For example, January 2, 2022 is “010222”.
3. **Enter the Inspection Type Code** from the job card or from this brochure.

*After You Have Scheduled an Inspection You May Schedule Another One, Return to Main Menu, or Hang Up.*

#### TO OBTAIN INSPECTION RESULTS:

1. **Enter the Permit Number** (Just enter numbers without letters. All of our numbers begin with “BLD” ignore this and just put in the 9 digits that follow. Omit the dash.
2. **Enter the Inspection Date.** Use 4 digits. For numbers less than 10 insert a “0” before each number. For example, January 2 is 0102.

3. **Enter the Inspection Type Code** from the job card or from this brochure.

*After You Have Scheduled an Inspection You May Schedule Another One, Return to Main Menu, or Hang Up.*

**TO TRACK AN APPLICATION:**

1. **Enter the Case Number from Your Receipt.** Just enter numbers without letters. All of our case numbers begin with "BLD". Ignore this and just put in the 9 digits that follow. Omit the dash. .

*After You Have Scheduled an Inspection You May Schedule Another One, Return to Main Menu, or Hang Up.*

**TO TRANSFER TO MAIN MENU OR STAFF:**

1. You can press (7) to return to the main menu.
2. You can press (0) at any time to speak with a staff member.

**INSPECTION CODES**

100	INVESTIGATION/SITE VISIT
101	PIERS
102	UNDERGROUND PLUMBING
103	UNDERGROUND ELECTRIC
104	UFER GROUND
105	UNDERGROUND HVAC
106	FOUNDATION
107	RETAINING WALL FOOTING
108	RETAINING WALL
109	DRAIN ROCK
110	DRAIN TILE
111	DAMPROOFING
201	UNDERFLOOR PLUMBING
202	UNDERFLOOR ELECTRIC
203	UNDERFLOOR HVAC
204	UNDERFLOOR FRAMING
205	UNDERFLOOR INSULATION
301	MASONRY - STEEL
302	SHEAR WALLS
303	FLOOR DIAPHRAGM
304	ROOF SHEATHING
305	ROUGH PLUMBING
307	ROUGH ELECTRIC
308	ROUGH HVAC

309	FRAME
310	EXTERIOR LATH
401	WALL INSULATION
402	ATTIC/CEILING INSULATION
403	T-BAR CEILING
501	DRYWALL/TILE BACKING
502	INTERIOR LATH
503	SHOWER PAN TEST
600	RE-ROOF DECKING/TEAR OFF
601	RE-ROOF FINAL
602	GAS TEST
603	WATER HEATER
604	FINAL PLUMBING
605	FINAL ELECTRIC
606	FINAL HVAC
607	FINAL BUILDING
608	PG & E ELECTRIC RELEASE
609	PG & E GAS RELEASE
700	PRE-GUNITE FOR POOL
701	PRE-DECK FOR SWIMMING POOL
702	PRE-PLASTER & FENCE FOR POOL
703	FINAL SWIMMING POOL

**EACH TYPE OF INSPECTION YOU WILL NEED MUST BE ENTERED SO THE INSPECTOR CAN SCHEDULE ENOUGH TIME FOR YOUR INSPECTIONS. IF YOU DO NOT ENTER EVERY TYPE OF INSPECTION YOU WILL NEED, THE INSPECTOR MAY NOT HAVE ENOUGH TIME TO DO THEM ALL.**

**BUILDING INSPECTION DEPARTMENT:**

**COUNTER HOURS:** 8:30 a.m. – 4:30 p.m.

**INSPECTION TIMES:** Inspectors try to accommodate your request for morning or afternoon inspections but, due to their workloads, they cannot always do so.

Call (510) 670-5440 after 8:40 a.m. on the day of the inspection to get an estimated arrival time for the inspector. You can also visit the website to check the Daily Inspection Route Sheet <https://www.acpwa.org/permits/building-inspections/index.page?>

Inspections can also be scheduled thru the online portal: <https://acpermit.acgov.org/portal/#/>

**BUILDING INSPECTORS:**

Arnold Gee (Supervisor)	(510) 670-5929	arnoldg@acpwa.org
Tyler Simpson	(510) 670-5532	tyler@acpwa.org
Paul Breining	(510) 670-6654	paulb@acpwa.org
Jorge Sipos	(510) 670-5441	jorge@acpwa.org
Perry Yamamoto	(510) 670-6464	perry@acpwa.org

