



ATTENTION PERMIT APPLICANTS

The City's Inspection Request System is fully automated. You will need to provide the following information to effectively use the system: (1) **Permit Number** (2) **Inspection Code(s)** (3) **Date of Inspection Request**

B&S INSPECTION REQUEST PROCEDURE

Please call **(951) 826-5361** and follow the instructions given over the phone. Inspection requests may be received 24 hours a day with a touch tone phone. If you have difficulty with the automated system, it will transfer you to an Operator for service.

To check the inspection timeframe on the day of your inspection, please visit the Building and Safety website at <https://riversideca.gov/cedd/building-safety>. Click on Today's Scheduled Building Inspections to view the daily schedule. The information is updated each morning by 7:30 AM.

CODE	INSPECTION TYPE	CODE	INSPECTION TYPE
STRUCTURAL		MECHANICAL	
100	FOOTINGS/FOUNDATION	300	VENTS & DUCTS
101	GROUT LIFT	302	COMBUSTION AIR
102	SLAB	303	FIRE RATED DUCT WRAP/SHAFT
103	FLOOR SHEATHING	304	FIRE/SMOKE DAMPERS
104	ROOF SHEATHING	305	COMMERCIAL HOOD
106	SHEAR PANEL/HOLDDOWNS	306	OTHER
107	TILT UP PANELS	ELECTRICAL	
108	FRAMING	400	GROUNDING
110	INSULATION	402	U/G CONDUIT
112	DRYWALL	404	ROUGH WIRING
113	FIRE RATED ASSEMBLIES	405	SERVICE/UTILITY RELEASE
114	EXTERIOR LATH	407	PV METER RELEASE
116	FIREPLACE	406	OTHER
118	T-BAR CEILING/BRACING	PLUMBING	
120	OTHER	200	U/G PLUMBING
127	ACCESSIBILITY INSPECTION	202	ROUGH PLUMBING
125	COMBO INSPECTION (INCLUDES 108,202, 300, 404)	204	GAS TEST
SWIMMING POOL/SPA		205	SHOWER PAN/TEST
500	U/G PLUMBING	206	SEWER
502	STEEL & LOCATION	208	SEPTIC SYSTEM
504	ELECTRICAL BONDING	209	GREASE INTERCEPTOR/CLARIFIER
506	U/G ELECTRICAL	210	OTHER
508	U/G GAS PIPING	212	SEWER CAP
510	GAS TEST	214	GAS RELEASE
512	FENCE & GATES/PREPLASTER	FINAL INSPECTIONS	
514	OTHER	900	FINAL BUILDING
515	DECK BONDING GRID	910	FINAL PLUMBING
516	FINAL POOL	920	FINAL MECHANICAL
505	PRE-GUNITE (INCLUDES 500, 502, 504)	930	FINAL ELECTRICAL
511	UNDERGROUND COMBO (INCLUDES 506, 508, 510)	940	FINAL DEMOLITION
		SPECIAL INSPECTION	
		703	SPECIAL INSPECTION



HELPFUL TIPS FOR THE OWNER-BUILDER

When the property owner decides to act as their own building contractor, they are commonly referred to as "Owner-Builders." The following tips are intended to assist owner-builders in successfully completing their construction projects. Because most owner-builders are homeowners who are not intimately involved in the construction and inspection process (as are most building contractors) the experience can be overwhelming. The helpful tips listed below will assist you in understanding many of the requirements and regulations that will impact your owner-builder project.

What should I do with the Dog?

Most Building Inspectors have experienced problems with Dogs. Even the "nice" dogs have been known to bite strangers. For the safety of the Building Inspectors, Dogs must not be allowed to run loose in the area where the Building Inspector is to conduct inspections. Please plan to communicate with the Building Inspector directly that the dog has been secured. If you will not be home at the time of the inspection, it is a good idea to leave a note on the front door or the gate that the dog has been secured and that it is safe to enter the fenced yard area to perform the inspection.

Do I need to be present for the inspection?

Most inspections will require that someone over 18 years of age be present. It is also advisable that the person doing the actual construction be present to interact with the Building Inspector should questions arise. Additionally, the Building Inspector can be a valuable source of construction information for the owner-builder. On some types of inspections, the Building Inspector needs to have access to the interior of the building, on others they can perform their inspection from the exterior. On those occasions when the Building Inspector does not need to inspect construction features on the interior of the building, an adult need not be present if the approved plans and Permit/Job Card are on the site, there are no dogs loose in the area and access to the area is available (no locked gates, etc.). Nevertheless, it is a good idea to communicate with the Building Inspector (via a phone call or a note on the front door) if you will not be available for the inspection

How can I get in contact with the Building Inspector?

The Building Inspectors can best be reached by phone between 7:00 am to 8:00 am in the morning or between 4:00 pm to 4:30 pm in the afternoon. During most of the day they are in the field at a variety of locations performing inspections and are not available by the phone.

Does the Building Inspector need to see the City Approved plans?

Yes. The Building Inspectors primary role is to assure that the project is constructed as shown on the plans that were Approved by the City. When the Permit was issued you were provided with a set of plans that were stamped "Approved", these are the plans that must be available to the Building Inspector for the inspection. Any deviations from the Approved plans must be reviewed and approved by the Plan Checkers at City Hall before the Building Inspector will approve the work.

What if I fail the inspection?

Unfortunately, inspections are not always passed on the first attempt. The Building Inspector will let you know, either verbally or in writing, what the problems are and, in some cases, how to correct the problem. After the corrections have been made, schedule a re-inspection so that the Building Inspector can verify the corrective work. Please be sure to make all the corrections before scheduling the re-inspection. If re-inspections are scheduled and the corrective work has not been done, the Building Inspector may assess a \$25 re-inspection fee which must be paid at City Hall before any additional inspections will be performed at the site.



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What about retrofit Smoke Alarms and Carbon Monoxide Alarms in my home?

Most home improvement projects require that smoke alarms and carbon monoxide alarms be retrofitted into the existing home. The Building Inspector will need to verify that the alarms have been installed in bedrooms, hallways and stairways, etc. The homeowner may choose to complete the "Self-Certification & Verification Form" in lieu of having the Building Inspector perform the inspection.