



INSPECTION PROCEDURES FOR RESIDENTIAL STRUCTURES

Inspection Request Line Phone # (951) 826-5361

ANY PROJECT FOR WHICH A BUILDING, PLUMBING, MECHANICAL, OR ELECTRICAL PERMIT IS ISSUED IS REQUIRED TO BE INSPECTED TO CONFIRM COMPLIANCE WITH APPROVED DRAWINGS AND APPLICABLE CODES. IN GENERAL WORK NEEDS TO BE INSPECTED BEFORE IT IS COVERED UP.

Inspection requests may be phoned in at the above number 24 hours a day with a touch tone phone or on the public portal.

Inspection requests received no later than 5:00 pm will be performed the following workday.

Inspectors may be reached in the office between 7:30- 8:00 a.m. and 4:00 - 4:30 p.m. to discuss corrections or to coordinate inspection times for the following day.

REQUIRED INSPECTIONS

The general contractor/owner-builder or his authorized representative is responsible for verifying that all work is complete before requesting an inspection. The inspection request shall be made at least one working day in advance of the date of the inspection and prior to covering any work that requires inspection.

This authorized representative shall also be responsible for walking with the inspector on all inspections and for coordinating all of his/her sub-contractor's duties relevant to correction items cited by the inspector. Re-inspections will be made as requested after all corrections have been made.

- **Work Ready for Inspection:** Work for which an inspection has been requested shall be complete at the time the inspector arrives at the site. If there is no access or the work is not complete and ready for inspection, you will be subject to a re-inspection fee.
- **Canceling an Inspection:** If you must cancel a requested inspection, please do so before 8:00 a.m. of the day of the requested inspection.
- **Paying a Re-inspection Fee:** Re-inspection fees must be paid before inspections can resume. The fee can be paid at the Building & Safety Office located on the 3rd floor inside City Hall.

The following list should provide a guideline that indicates the sequence of inspections and help clarify when to request inspections. If you are uncertain as to which inspections pertain to your project, please contact the project inspector before covering up any work. Deviation from this sequence may be granted by the Building Inspector if enough reasons or conditions are cited and code compliance can be met without adverse effects.

FAILURE TO OBTAIN A REQUIRED INSPECTION MAY RESULT IN YOU HAVING TO DISMANTLE COMPLETED WORK TO EXPOSE THE AREA IN QUESTION FOR INSPECTION.

- 1. Foundation Inspection:** Inspection occurs after excavation for footings are complete and all forms and required hold downs, anchor bolts and reinforcing bars must be in place in accordance with the approved set of plans prior to inspection approval. Rough underground waste plumbing to be in place and provided with a water test (cap all ends and openings and provide a 10-foot head of water).

Building Form Certification may be required for new homes or if the property line setbacks are unclear.

2. **Concrete Slab Inspection:** This inspection occurs after slab grading is complete and all required vapor barriers and slab reinforcement is installed in accordance with the approved plans. Screed boards or string lines shall be furnished by the contractor or owner to facilitate inspection of the slab thickness. **This inspection must be performed and approved before concrete placement.**
3. **Under Floor Inspection (for raised wood floor systems)** This inspection occurs after all required under-floor piping and pertaining equipment has been installed, and floor framing is in place, but before any floor sheathing or under floor insulation is installed. Water pipes have been pressurized to 50 psi or connected to the domestic water supply. The pressure gauge for water pipe testing shall be calibrated in one-pound increments with a 100-psi maximum dial. Waste piping is either pressurized with air to 5 psi or filled with water with a ten-foot head. The pressure gauge for waste pipe testing shall be calibrated in 1/10-pound increments with a 10-psi maximum dial. Gas pipe pressure testing does not occur during this inspection (occurs at final inspection), but the contractor may want to pressure test the gas for their own peace of mind. **This inspection must be performed and approved before floor sheathing placement**
4. **Under Floor Insulation Inspection (for raised wood floor systems)** This inspection occurs after the under-floor inspection has been completed and approved and the under-floor insulation is installed.
5. **Roof Sheathing Inspection:** This inspection occurs after all roof sheathing is in place and nailed as indicated on the approved plans, but before any roof covering materials are applied or loaded on the roof. Although not inspected until the final inspection, the roof covering should be installed after the roof sheathing has been inspected and approved in order to provide weather protection for the interior of the structure.
6. **Shear Panel Inspection:** This inspection occurs after all required hold downs, hardware, interior and exterior plywood shear walls have been installed and nailed off as indicated on the approved plans, but before any finish wall materials (plaster lath, siding, etc.) have been installed. **Check approved plans for Special Inspections requirements prior to Building and Safety inspection**
7. **Framing Inspection:** Moisture content compliance report of framing members is required at the same time as framing inspection. When applicable, this inspection occurs after Fire Prevention Division has inspected and approved the hydro test and rough fire sprinkler installation. Electrical, plumbing, & mechanical must be completed, inspected and approved at the same time as rough framing inspection. For new houses or large additions, the engineer of record may visit the site and review the framing for his/her design and submit a letter stating that a field inspection has been made to verify that the structural design elements on the approved drawings are installed correctly.
8. **Wall and Ceiling Insulation Inspection:** This inspection occurs after all required draft stopping, rough and framing inspections have been inspected and approved.
9. **Drywall Inspection:** This Inspection occurs after all drywall (or interior lath) and all attachments are fastened in place as per the approved plans. To be approved before scratch-coat is applied and before any drywall mud is applied.
10. **Sewage Disposal & Water Service from Meter to House Inspection:** This inspection occurs after trenches are dug, piping is in place and the appropriate test is applied. The general contractor is responsible for supplying the inspector with an accurate as-built drawing showing locations of these lines. This inspection must be done before any piping is covered or trenches back filled.
11. **Electrical Release Inspection:** Shall be performed after all panels, fixtures, switches, outlets, appliances, and any other work on permanently installed electrical equipment is completed. Under no circumstances will any exposed or uncompleted wiring be permitted. After this inspection is completed city staff will notify Riverside Public Utilities to release installation of the electrical meter. The owner of the project is responsible for all applications, scheduling and fees associated with meter installation.
12. **Final Inspection:** This inspection occurs when structure is ready for occupancy. This shall include proper lot drainage, address posted, all plumbing fixtures connected and operable, all electrical fixtures and devices in place and electrically connected, insulation certificate posted, structure clean of debris or stored materials, thermal mass areas (if any) installed as per approved plans (other floor coverings are optional), wall finishes complete as per approved plans, etc.