



# City of Carpinteria Building Division Inspection Request Information

Community Development Department  
5775 Carpinteria Avenue  
Carpinteria, CA 93013  
805-684-5405 ext. 409  
Spanish 805-684-5405 ext. 410

## How to Request an Inspection

- Call the Building & Safety inspection request line at **(805) 880-3409**; or
- Send an e-mail to: [danc@ci.carpinteria.ca.us](mailto:danc@ci.carpinteria.ca.us).

You **MUST** call (805) 880-3409 before 8:30 a.m. the morning of your inspection for approximate inspection time.

*Inspections for Fire, Water or Sanitary Districts must be made with the appropriate agency.*

## When to request an inspection:

- Call or email the request the day before you want the inspection to take place.
- Calls or emails received after 7:00 a.m. may be scheduled for the next working day.
- Calls or emails received over the weekend will be scheduled for the following working day.

## Information to Leave on the Recording or in the E-mail:

- Permit number (toward top center of permit, starts with the year, example **2014-11,000**)
- Type of inspection(s) requested (see job card for different types)
- Complete street address including unit, space or suite number/letter
- Name and phone number of caller
- Any special instructions such as entry combinations, unmarked roads, etc...

## Information Required on the Job Site for the inspector:

- The permit/inspection record
- All past inspection or correction notices
- The City approved set of plans and any related documents (truss drawings, revisions, etc...)

## General job site requirements:

- The inspector will not enter an occupied or furnished house without an adult present.
- The inspector may enter the back yard when no one is home if given permission to do so by the owner, occupant or responsible party. Permission may be verbal, left on the inspection request line.
- All dogs must be secured or removed from the area of inspection.
- When providing a ladder, please make sure it is OSHA approved and that it extends at least 3 feet above the roof surface.