



City of Carpinteria

Inspection Request Instructions

Building Division

Community Development Department
5775 Carpinteria Avenue
Carpinteria, CA 93013

*Se ofrece asistencia en español, por
favor llame al 805-755-4410*

When to request an inspection:

Call or email requests received before 4:00 PM weekdays will be scheduled for the following inspection day (see days below). Calls or emails received after 4:00 PM weekdays will be scheduled for the next available date. Calls or emails received over a weekend/holiday will be scheduled for the next available date.

How to Request an Inspection:

Send an e-mail to: CDDapplications@carpinteriaca.gov

Provide the following information: **your request will not be accepted if all of the following information is not provided*

- ☐ Email Subject Line must read be: *Inspection Request: Permit #, Address, Inspection Type*
- ☐ Permit number (located toward the top of your permit, example #14000)
- ☐ Complete street address including unit, space or suite number/letter
- ☐ Name, email and phone number of requesting party and job-site contact (if different).
- ☐ Type of inspection(s) requested (see inspection record "job card" for different types)
- ☐ Preferred day, as noted below

Inspections are offered only on **Mondays, Wednesdays and Fridays***

You may state your preference for an AM (before Noon) or PM (after Noon) time slot, however, you will not receive confirmation of a specific appointment time

**Requested inspection day is subject to change (based on availability)*

- ☐ Any special instructions such as entry combinations, unmarked roads, etc...

>> Confirmation of scheduled inspection will be emailed to the requestor

Required on the Job Site for the inspector:

- The permit and 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 granted by email with the inspection request. 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.