



# Inspection Scheduling For Housing Tracts

CITY OF NEWARK, CALIFORNIA

BUILDING INSPECTION DIVISION

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## General

In order to adequately provide inspections for the various residential subdivisions the Building Inspection Division of the City of Newark has developed procedures for requesting and assigning inspections.

## Requesting Inspections

- Each developer shall designate a single person who requests inspections. Generally, this would be the on-site construction superintendent. Sub-contractors shall not call the City Building Inspection Division to request inspections. The sub-contractors shall pass their inspection requests to the on-site construction superintendent. The on-site construction superintendent would compile all of the various requests and then call the City Building Inspection Division with the complete list of inspection requests. For larger projects which utilize more than one on-site construction superintendent each superintendent shall be the designated single person calling in inspection requests for their assigned areas.
- Each inspection request shall include;
  - Project address (as shown on permit)
    - For multi-family buildings use the project address for the building as shown on the permit and the individual address of all effected dwelling units as shown on the City approved addressing plan.
  - City project number (as shown on permit)
  - Date of inspection
  - Type of inspection
  - Request for either AM or PM inspection
  - Name and phone number of person making request
- On-site construction superintendents shall verify by site visit that work covered by the inspection request is complete prior to making the inspection request. If the work covered by the inspection request is not ready when the City inspector arrives at the site then a re-inspection fee may be charged.
- Once an inspection request is made it cannot be transferred to a different project address or different inspection type. The inspection can only be cancelled. No additional inspections will then be booked until the end of the day prior to the requested inspection, and only if there are inspection slots available. If an inspection is cancelled the day of the inspection a re-inspection fee may be charged.
- Because of the high demand for inspections by all developers, City building inspectors are not able to perform additional inspections beyond those inspections that have already been assigned.

## Processing Inspection Requests

- City staff will assign inspections to the individual inspectors. Every attempt is made to assign the same inspector to a specific project. However, this cannot always be done which can result in specific projects have multiple inspectors.

## Inspection Scheduling For Residential Tracts

- If an inspection request is received via voice mail a City staff person will call the applicant to confirm the inspection.
- The quantity of inspections that can be made is finite based on the number of building inspectors available. If there are more requests for inspections than there are inspection slots available then City staff may review all inspection requests and re-assign inspection slots so each developer receives a proportional quantity of inspections. If any inspection is cancelled by the City because of lack of inspection slots the applicant will be called with an update on their inspection requests.
- Over booking inspections by a developer when the work is actually not ready can result in other developers not getting inspections. If a developer consistently over books inspections City staff may restrict the number of inspections we will accept to a quantity that approximates the number of bona fide inspections received in the past.