

Napa County Building Officials Coalition

Striving to provide clear and consistent building code information and handouts for all Napa County jurisdictions. (Please check with each jurisdiction for any local amendments.)

H/O No. 0517-04
REV. 0717

BUILDING INSPECTION POLICY & PROCEDURES

PURPOSE

The purpose of this document is to provide guidance for scheduling and to communicate the expectations for inspection readiness after the building permit has been issued. This document also addresses the building reinspection fee policy.

GENERAL

All construction and work for which a building permit has been issued shall be inspected and approved by the Building Division inspection staff as required by the California Building Code. All such work shall remain accessible and exposed for inspection approval by Building Inspectors. It is the responsibility of the property owner or the permit holder to schedule required inspections through each phase of construction. Work shall not be covered or concealed until approval has been granted by the Building Inspector. The inspection job card and approved construction plans must be available onsite for the building inspector during normal business hours. The Building Inspector will record all approved inspections on the issued job card.

PROCEDURE

Required Inspections: The following is a list of required inspections for most building projects. Inspection requests should be grouped into these categories whenever possible. Other inspections, including special inspections, may be required to ascertain compliance with the building code.

Note: A pre-construction meeting with the Building Inspector prior to the foundation inspection is recommended on commercial, multi-family, complex residential projects and property owners who are unfamiliar with methods of construction.

- **Foundation Inspection:** Shall be made after excavations for footings or piers are complete, forms are constructed and any required reinforcing steel, UFER ground and seismic restraints are in place. For slabs on grade, any underground waste, water, electrical or mechanical items must be inspected at the time of the foundation inspection. When applicable, written special inspection or structural observation approvals are required prior to scheduling the Building Inspector for inspection approval. Concrete shall not be poured/placed until the Building Inspector has signed the job card.



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- Concrete Slab Inspection: Shall be made after all underground drain/waste plumbing, water lines, electrical conduit, mechanical ducts, hydronic systems and other ancillary equipment items are installed and before any concrete is poured/placed.
- Under-floor Frame Inspection: Shall be made when the under-floor structure is in place and rough plumbing, gas piping, heating and mechanical are installed (water, waste water and gas piping strapped and under test; heat ducts installed, supported and insulated). Subfloor sheathing and floor insulation are not to be installed until inspection of the underfloor has signed off on the job card.
- Roof / Exterior Shear Nailing Inspection: Shall be made after bracing materials for roof structure, exterior wall sheathing/shear walls and floor sheathing are installed and all other structural connections are in place (Beams, straps, clips and misc. hardware). Shear panel lengths, type of shear panel and roof truss drags shall be identified with paint or other suitable markings prior to the inspector's arrival.
- All Trades Inspection: Shall be made when the structure is weather-tight (lath or building paper) and all windows, rough plumbing water (under test), rough electrical and mechanical are installed and complete. Insulation is installed after combination frame inspection is approved. Lath inspection shall be signed off on the job card before stucco is applied.
- Insulation Inspection: Shall be made after all insulation is secured in-place and installed as required per the T-24 CA energy compliance documentation requirements.
- Sheetrock / Gas Test Inspection: Shall be made after all gypsum/sheetrock board is installed and fastened in place. Gas line shall be under test at time of sheetrock inspection.
- Special Inspections: All special inspections/structural observation services, when required, must be completed with daily reports available to the Building Inspector and written approval given to Building Inspector at time of city requested inspection arrival. Special inspections are to be completed prior to scheduling a Building Inspector.
- Final Inspection: Shall be made after construction is complete and before the building is occupied. If special inspections are required, final signed special inspection reports must be submitted for review and approval. The building must be unlocked or arrangements made for the Building Inspector to access the building. All final paperwork is required to be onsite at time of final. (CA Energy paperwork, Cal

Green, Commissioning reports, structural observation final letter, etc.) All



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appliances, electrical fixtures, convenience outlets, switches and plates must be in place.

In addition to final inspection sign off, final approval of the building permit to allow occupancy of the building is subject to, final approval from Planning Division, Fire Department, Public Works Department, and County of Napa Environmental Health Department, when applicable, may also be required.

BEFORE THE INSPECTOR ARRIVES ON JOB SITE:

- The site address must be posted or displayed, visible from the right of way in all directions, and match the address on the issued permit. Directional arrows shall be provided at all forks in the road leading to the requested inspection.
- The field inspection job card and approved plans must be on the job site and available for the inspector at time of inspection.
- The owner, contractor or owner's agent must be present at the site for inspections in an occupied residence. Staff will not enter an occupied building with an unattended minor.
- The work to be inspected must be complete and accessible for inspection.
- If necessary, a sturdy ladder of sufficient length must be available, secured and tied off for the inspection at time of inspector's arrival. Ladder should be rated for a 250 lb. person.

Note: Failure to meet these requirements will result in a reinspection fee being assessed.

Reinspection Fee Requirements

GENERAL

In accordance with CBC section 109.5, the Building Division is authorized to charge a reinspection fee(s) as laid out in the following circumstances; A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called and is not complete or when corrections called for are not made. It is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as a means of discouraging the practice of calling for inspections before the job is ready for such inspection or reinspection. To avoid reinspection fees, inspections should only be scheduled when the work to be inspected is ready and complete. It is the responsibility of the permit holder to verify the work is ready for inspection prior to Building Inspector arrival.

Building Inspectors are authorized to assess reinspection fees in the following cases:

- The street address is not posted at the property and the property cannot be located after a reasonable effort has been made or there is no access to inspection at time of Building Inspector's arrival.



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- Approved building plans or job card are not available at time of the Building Inspector's arrival.
- The job is not ready for inspection when the Building Inspector arrives.
- Corrections have not been made from previous corrections notices.
- Required special inspections have not been completed or the reports are not available at time of Building Inspector's arrival.
- Substantial deviation from the approved set of plans without County of Napa

PBES Department approval.

- A locked gate prevents access to the job site.
- Dog prevents access to the job site. Dogs must be restrained during time of inspection.
- Access to area of inspection is hazardous (including inclement weather conditions) or unsuitable and cannot be rectified in a reasonable time.

PROCEDURE

Reinspection Fee Application

- Inspectors are expected to act reasonably in the application of these fees to recover costs associated with "incomplete" inspections. If the situation is clearly out of the control of the permit holder, the fees should not be assessed. If the Building Inspector has questions regarding the applicability of this policy, the Building Official should be consulted.
- Fees must be paid prior to the next inspection request. They may be paid in person at the Permit Center.
- The inspector is to note the reinspection fee on a correction notice. A copy shall be maintained in the active permit file and copy left on site with the permit holder.



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