



❖ PROCESS TO OBTAIN A RESIDENTIAL SPECIAL INSPECTION ❖

1. These inspections aim to assist homeowners in bringing **non-permitted** construction into compliance with minimum building code requirements. Special arrangements to inspect only specified portions of the unpermitted structure (i.e., garage, patio, pool, shed, room addition) may be requested by the applicant. However, the compliance letter will address only those specific areas that are assessed during the inspection.
2. After obtaining your special inspection permit, you must request an inspection at (951) 826-5361 (between 8:00 am and 4:00 pm for a next-day inspection).
3. After you have scheduled your inspection, you may call between 7:30 am to 8:00 am on the morning of the inspection to confirm and coordinate the inspection time with your Building Inspector at (951) 826-2501 or (951) 825-5722.
4. Inspections of occupied or furnished houses require an adult to be present during the inspection. (A minor child will not be acceptable.)
5. If the house is vacant, you must arrange access for the Building Inspector before the inspection by calling between 7:30 am and 8:00 am the morning of the inspection.
6. If a tenant occupies the house, the owner requesting the inspection must make arrangements with the tenant to allow access to the inspection area.
7. A City Building Inspector will make a brief, but thorough inspection of the areas in question, and a written report of the inspection results will be mailed to the applicant within ten working days.
8. Any violations noted by the building inspector must be corrected and disclosed to prospective property buyers.
9. Certain types of violations may require you to obtain a building permit from the Building and Safety Division, which may require that a set of construction plans be drawn and submitted to B&S for review. Furthermore, The identified violations require inspections which can be conducted at your request after the building permits are obtained, and the necessary corrections have been addressed as indicated in the special investigation report.
10. Compliance letters will not be issued if the Building Inspector identifies violations during the assessment. However, a compliance letter can be provided after obtaining the required building permits, inspections, and final approvals.
11. Special Inspection permits will expire 180 days from the date of issuance if no special inspection is requested.