



## **NOTICE TO PERMIT HOLDERS REGARDING INSPECTIONS**

### **Requesting an Inspection**

To request an inspection, call (951) 270-5600. You will be instructed to leave a voicemail with the following information:

- Address
- Permit Number
- Type of Inspection
- Inspection Date
  - Inspection time slots are available between 8:30 a.m.-4 p.m. Monday-Thursday.

Inspections must be requested by 4 p.m. to receive an inspection on the following business day.

Requests received before 4 p.m. on a Thursday will be scheduled on the following Monday. Requests received after 4 p.m. on a Thursday will be scheduled on the following Tuesday.

Inspection request voicemails are not returned. To confirm your inspection time, call (951) 270-5616 after 8:30 a.m. on the day of your inspection.

### **Preparing for an Inspection**

The inspector can only provide an approximate two-hour time slot. An exact arrival time cannot be provided.

The inspection card and approved plans must be onsite at the time of inspection.

The inspector requires open access to all areas that are to be inspected.

If you cannot be present for the inspection, please inform the inspector in your inspection request voicemail. Please leave the inspection area open with the inspection card and approved plans in an obvious location. The inspector will not enter locked areas and is not responsible for securing the site after the inspection.

### **Contacting the Inspector**

Inspections may only be requested by calling (951) 270-5600. To contact the inspector for matters other than inspection requests, call (951) 545-7920 between 7:30 a.m.-5 p.m. Monday-Thursday. Calls are not answered or returned outside of these hours.