



City of Santa Barbara  
Building & Safety Division  
Inspection Request Information

Community Development  
630 Garden Street  
805-564-5485

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### How to request an inspection:

- ❑ Call the Building & Safety inspection request line at **(805) 564-5492**.
- ❑ Send an e-mail to **Inspections@santabarbaraca.gov**.

*(For Fire Department inspections call 564-5702 during business hours. The Fire Department must perform an inspection prior to final building inspection for all new residential and commercial buildings as well as commercial remodels )*

### When to request an inspection:

- ❑ Call or email the request the day before you want the inspection to take place.
- ❑ Calls or emails received after 6:30 a.m. will be scheduled for the next working day.
- ❑ Calls or emails received over the weekend will be scheduled for Monday or the following working day.

### Information to leave on the recording or in the e-mail:

- ❑ Permit number (toward top center of permit, starts with BLD)
- ❑ Type of inspection or inspections requested (see reverse side of job card for different types)
- ❑ Complete street address including unit, space, or suite number/letter
- ❑ Name and phone number of caller (no pagers please)
- ❑ Any special instructions such as entry combinations, unmarked roads, etc...

*Any specific time requests for an inspection or an appointment **must** first be approved by the assigned inspector. To reach them, call 564-5485 between 7:30 & 8:30 a.m. the day the inspection is scheduled.*

### Information required on the job site for the inspector:

- ❑ The permit/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 in the form of a verbal request left on the inspection recording line.
- ❑ 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.