



CDD Building Division Policy and Procedures

Policy Category – Public Information	Number: 1.001 – 6-20-18 Revised -
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Building Inspection Requirements

Purpose:

The purpose of this document is to provide guidance for our customers/permittees for scheduling inspections and to communicate the expectations for inspection readiness after a building permit has been issued. This document also addresses the Building Division policy for assessing re-inspection fees.

General:

All construction and work for which a building 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 the City of Napa Building Inspectors. It is the responsibility of the property owner/permit holder to schedule required inspections through each phase of construction. Work shall not be covered and/or concealed until approval has been granted and the job inspection sign off card has been signed in the appropriate inspection line by the Building Inspector. The job inspection sign off card and the approved plans must be available onsite for the Building Inspectors use during normal business hours. **Note: Neither the Building Official/Inspector nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any materials required to allow for inspection.**

Policy/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 necessary/required to ascertain compliance with the California Building Codes.

Note: A pre-construction meeting with the Building Inspector prior to the installation/inspection of the foundation is recommended on all commercial, multi-family, complex residential projects.

- **Foundation Inspection:** The foundation inspection shall be made after excavations for footings or piers are complete, forms are constructed and set in place and any required reinforcing steel, UFER ground and seismic restraints are installed and set in place. For slabs on grade, any underground plumbing, electrical or mechanical items must be inspected at the time of foundation or under-slab inspection. When applicable, written special inspection or structural observation approvals are required prior to scheduling the City inspection. Special Inspection reports shall be complete and given to the City Inspector upon arrival for the scheduled inspection. **Concrete shall not be poured/placed until the City Building Inspector has signed the field inspection sign off card.**

- **Under-slab Inspection:** The under-slab inspection shall be made after all underground
- plumbing, electrical, mechanical, hydronic systems and any other ancillary equipment items are installed and before any concrete is poured/placed.
- **Underfloor Frame Inspection:** The underfloor framing inspection shall be made when the structure is in place and the rough plumbing, gas piping, and mechanical equipment/ducts are installed (water, waste and gas piping installed strapped in place and under test; heat ducts installed, supported and insulated). **Subfloor sheathing and floor insulation are not to be installed until the City Inspector has signed the underfloor inspection on the field inspection sign off card.**
- **Roof/Exterior Shear Nailing Inspection:** The roof and 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 other miscellaneous hardware). **Shear panel lengths, type of shear panel and roof truss drag straps shall be identified with paint or other suitable markings prior to City Inspectors arrival.**
- **Frame Inspection:** The frame inspection shall be made when the structure is weather-tight (lath or building paper/wrap), all windows installed, rough plumbing (under a pressure test), rough electrical, and rough mechanical are complete.
- **Lath Inspection:** Where applicable, a lath inspection is required prior to applying stucco. A scratch coat inspection is required prior to applying color/finish stucco.
- **Energy/Insulation Inspection:** The insulation inspection shall be made after all insulation is installed and secured in place in accordance with the current edition of the California Energy Code energy compliance documentation requirements.
- **Sheetrock Inspection:** The sheetrock nailing inspection shall be made after all gypsum/sheetrock boards are installed and fastened in place and prior to taping of all joints. **Note: The required gas pressure test shall be made during the sheetrock inspection. If the test gauge is not holding 10lbs of pressure for 15 minutes, the sheetrock inspection will not be signed off.**
- **Special Inspections:** All special inspections/structural observation services, where required, must be completed with daily reports available to the City Inspector prior to scheduling required inspections
 - **Final Inspection:** The final inspection shall be made after all construction is complete and prior to occupancy of the structure. If special inspections are required in accordance with CBC chapter 17, a final report documenting required special inspections and tests, and correction of discrepancies noted in the special inspections or tests, shall be submitted to the City Building Inspector/Building Official at time of final inspection for review and approval. The structure shall be unlocked, or arrangements made for the City Building Inspector to access the structure. All final paperwork, such as California Energy forms, California Green HERS and commissioning reports, **Residence Operation and Maintenance Manual** in accordance with the California Building Code, Section 110.3.10.2, final structural observation reports, etc. is required to be onsite and made available to the City inspector at time of final inspection. **Note: In addition to the final inspection by the City Building Inspector, final approval of the structure and building permit to allow use and/or occupancy is subject to final approval from the City of Napa Planning, Fire and Public Works Departments, and where applicable, other outside agencies such as the County of Napa Environmental Health Department and/or the Napa Sanitation District. The Building Division will require these approvals to be documented by**

signature on the City of Napa's "Golden Rod" sign off sheet. A copy of the Golden Rod can be obtained from the Building Division at 1600 First Street.

Before the Building Inspector Arrives:

- The site address shall be posted or displayed and visible from the street, or right of way, in all directions, and shall match the address on the issued permit. Directional arrows shall be provided at all forks in the road/private driveway leading to the requested/scheduled inspection.
- The job inspection sign off card and approved plans must be on the job site and available to the Building Inspector at time of the inspection.
- The owner, contractor or the owners authorized agent must be present at the site for inspections in an occupied residence. **Note: Building Inspectors will not enter an occupied residence with an unattended minor.**
- The work to be inspected shall be complete and accessible for inspection.
- When necessary, such as for rooftop inspections, a sturdy ladder of sufficient length capable of rising to a height of 3 feet above the roof entry point, secured and tied off, shall be available to the Building Inspector prior to arrival. **Note: The ladder shall be rated for a minimum of 250-pound person.**

Re-inspection Fee Requirements:

In accordance with the City of Napa fee schedule, the Building Division is authorized to charge a re-inspection fee(s) for the following circumstances; a re-inspection fee may be assessed for each re-inspection when such 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 a re-inspection fee the first time a job is rejected for failure to comply with the requirements of the adopted codes, but as means of discouraging the practice of calling for inspections before the job is ready for such inspection or re-inspection. To avoid re-inspection fees, inspections should only be scheduled when the work to be inspected is ready and complete. It is the responsibility of the owner, owners authorized agent or permit holder to verify that the work is ready for inspection prior to the Building Inspector's arrival. Building Inspectors are authorized to assess re-inspection 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 to locate the property.
- There is no access to the inspection at time of Building Inspectors arrival.
- Approved plans and/or job inspection sign off card are not available at time of Building Inspector's arrival.
- The work is not ready for inspection when the Building Inspector arrives.
- If corrections from a previous inspection have not been made.
- Required special inspections have not been completed or the special inspection report are not available to the Building Inspector when the Building Inspector arrives.
- Substantial deviation from the approved plans without prior approval. Approval is obtained by submitting the revisions to the City of Napa Building Division for review and approval.
- If a dog, or other domestic animal(s), prevents access to the job site. Domestic animals shall be restrained during time of inspection.

Application of Re-inspection Fees:

- Building Inspectors are expected to act reasonably in the application of re-inspection fees to recover the costs associated with incomplete work, or any of the

other reasons stated above. If the situation is clearly out of the control of the permit holder, a re-inspection fee should not be assessed. If the Building Inspector has any questions regarding the applicability of this policy, the Chief Building Official should be consulted. **Note: The Chief Building Official shall reserve the right to waive re-inspection fees for due cause when the permit holder can justify/demonstrate why a re-inspection should not be applied.**

- Re-inspection fees shall be paid prior to the next inspection.
- The Building Inspector is required to note the re-inspection fee on the correction notice.