

# INSPECTION SCHEDULING

**For next business day scheduling, inspections requests are not guaranteed and are subject to availability.**

## INSPECTION REQUESTS CAN BE SCHEDULED ONLINE, BY PHONE OR BY EMAIL

**Online:** <https://https://access.cityofwestsacramento.org/CitizenAccess/default.aspx>

You do need to be logged in to the Citizen Access portal to schedule inspections.

**Phone:** (916) 617-4691

**Email:** [bldginsp@cityofwestsacramento.org](mailto:bldginsp@cityofwestsacramento.org)

### When requesting an inspection by phone or email, provide the following information:

1. Building Permit Number
2. Type of Inspection(s)
3. Site address
4. Request the Date of Inspection
5. State if you prefer an **AM (morning)** or **PM (afternoon)** inspection
6. Name and phone number of an on-site contact

- For an inspection to be scheduled the next business day, **requests are not guaranteed and are subject to availability, and must be received no later than 4:30 PM**, Monday through Friday (excluding holidays observed by the city).
- Inspections may be rolled to the next business day, if there is no availability on the day requested.
- We cannot provide a call back or confirmation. To confirm your inspection request, check the online portal to confirm inspection(s) scheduled. Instructions below.
- Inspection times depend on cancellations, travel distance between inspections and unforeseeable site conditions.
- **Fire Permit Inspections for commercial** (sprinklers, alarms, etc.) will occur **on Tuesdays or Thursdays only**. Please be sure to include which is your preferred day in your request.
- **ADDITIONAL FEES:** A reinspection fee **may be** assessed for no-access, no approved plans on site, repeat corrections or if **additional** inspections are required, at the discretion of the inspector.
- A permit expires 12 months after it's issued if no inspections have been conducted per the California Building Code (CBC) Section 105.5.1, and California Residential Code (CRC) Section R105.2.

## TO VIEW YOUR INSPECTION REQUEST

Use our online portal: <https://access.cityofwestsacramento.org/CitizenAccess/default.aspx>

- Search by permit number.
- Once permit is opened, click arrow next to "Record Info" for drop-down menu.
- Click on "Inspections" at bottom of drop-down menu.
- All past and scheduled inspections will be listed.

**QUESTIONS?** Contact the Building Division at (916) 617-4645 option 1.