

Complaints about the following:
approval and project-specific
field or in-office (from
Code Enforcement)

Engineering Inspector creates a log:
complainant's name
complainant's address
complainant's phone
Description of complaint
Complainant address

Should complaint be referred to other agency?

Engineering Inspector makes referral to appropriate agency

End Process

Engineering Inspector makes field inspection to validate complaint

Is complaint valid?

Call complainant and explain that there is no violation.

End Process

If there is no resolution, does it go to Code or what?

File work order OR
Contact Project Manager
OR
Contacts appropriate City Agency

End Process

There might be back and forth at this juncture

IDR/PERC Referral (E)

Engineer receives IDR/PERC referral packet and logs into Excel spreadsheet

Engineer performs preliminary review; if complex may perform site visit

CCI (E)

Engineering Construction Inspection Process (through Building Permit Process)

Permitted Applicant comes to counter or phones Engineering Inspector directly. Inspector identifies type of permit.

Smaller Building Projects Includes:
1. Condition checking
2. SFD
3. Major additions - res. Or cmrd.
4. Tenant improvements
5. Encroachment Permits

Grading Only Permits

Front Improvement Plans (may include grading)

Inspector
1. Identifies attendees needed
2. Schedules meeting
3. Verifies permits

Is a pre-construction meeting needed?

Pre-Construction Meeting is Held. Inspector:
1. Provides instructional handouts
2. Informs applicant of inspections needed (verbal)
3. Alerts applicant to environmental / neighborhood / traffic issues.
4. Answers any questions.
5. Gets contact information

Attendees might include:
Soils Engineer
Civil Engineer
Contractor/
Builder
Naps
Sanitation
CalTrans
Fish & Game
Other City Departments

Were any review oversights picked up during meeting?

Inspector takes oversights to Building/Engineering for review

Might call project. Then what?

Applicants call for inspection & inspector sets route. (adheres to Bldg. am/pm window standard)

Inspector performs inspection. Types include:
1. Grading
2. Underground utilities
3. Frontage Improvement

Does inspection pass?

Inspector gives verbal notice of inspection passing (onsite)

Inspector waits for next inspection call

Inspector
1. Gives verbal correction notice. (if it's really bad, a written notice is given).
2. Tells to call for reinspection when corrections are completed.

Yes