



# City of San Rafael

## PERMIT INSPECTION RECORD CARD

See reverse side for detailed inspection record

THIS PERMIT INSPECTION CARD AND APPROVED PLANS MUST BE KEPT ON SITE AND BE PROVIDED TO CITY INSPECTION STAFF UPON REQUEST.

DO NOT PROCEED WITH CONCRETE POUR, LATHING, INSULATION, DRYWALL, ROOFING, OR COVER ANY WORK UNTIL INSPECTED & APPROVED BY CITY INSPECTORS

### **Construction Hours (includes all deliveries):**

**Monday - Friday: 7:00 AM to 6:00 PM**

**Saturday: 9:00 AM to 6:00 PM**

**Sunday/Holidays: PROHIBITED BY LAW**

#### **Please Note:**

- The permit will expire if no inspections are performed within 180 days of issuance, or if work is abandoned for more than 180 days, as evidenced by no approved inspections. All permits are limited to a maximum of 2 years. The owner can be subject to a civil penalty of \$400 per day for construction activities which occur beyond the term limit.
- **Structural Observation or Special Inspections do not waive the requirement for City Inspections.**
- Where structural observation and/or special inspection(s) are required, the project engineer or special inspector must perform their inspection prior to requesting the related City inspection.
- The engineer or architect shall submit a statement, in writing, to the Building Official stating that the required site visits have been made and whether any observed deficiencies have been corrected to conform to the approved plans and specifications.
- **An Encroachment Permit** is required for all work and/or use of the public right-of-way such as: construction staging, temporary power, portable toilet, debris box, termination of the site drainage system into the City curb and gutter, sewer work, trenching, and installation of underground utilities (electric, gas, water etc.) **Contact the San Rafael Public Works Department at (415) 485-3355.**
- **Fire Sprinklers** may be required if improvements are made to a building which exceeds 50% of the existing square footage of the building within any 3-year period. For more information, contact the San Rafael Fire Prevention Bureau at **(415) 485-3308.**

**To schedule Construction or Fire Inspections call (415) 485-3365**

**\*\*Construction & Fire Inspections are performed Monday thru Thursday\*\***

**When calling to schedule an inspection, you will be asked to key in the following:**

- **Permit Number**
- **Inspection Code - (See Inspection Codes on the other side of this card.)**
- **Preference of AM or PM inspection (AM is 8:00 - Noon; PM is 1:00 - 4:00).**
- **Contact phone number where you can be reached on inspection day.**

San Rafael Building Division  
1400 5th Avenue, San Rafael, CA 94901