



City of Santa Ana  
Planning and Building Agency  
20 Civic Center Plaza, M-19  
Santa Ana, CA 92702

INSPECTION RECORD CARD  
MUST BE POSTED ON JOB SITE

PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUILDING PERMIT NO. \_\_\_\_\_

ELECTRICAL PERMIT NO. \_\_\_\_\_

PLUMBING PERMIT NO. \_\_\_\_\_

MECHANICAL PERMIT NO. \_\_\_\_\_

GRADING PERMIT NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

OCCUPANCY \_\_\_\_\_

CONST. TYPE \_\_\_\_\_

	CODE	DATE	INSP.		CO DE	DATE	INSP.
<b>FOUNDATION (FOOTINGS)</b>				<b>POOLS &amp; SPAS</b>			
Rough Grading/Compaction	01			Electrical Bonding	51		
Setback	02			Pool Water Piping	52		
Forms/Foundation/Elevation Certification	03			Main Drain	53		
Ufer Ground/Main Grounding System	04			Steel/Forms/Setbacks OK TO GUNITE	54		
Pre-Slab (Steel/PT Cables)	05			Pool Trap	55		
Masonry/Grout Lift (Bond Beam/Steel)	06			Back Flow Device	56		
Sub-Surface NPDES BMPs - PWA	401			Gas Piping	57		
<b>PLUMBING</b>				Gas Piping Air Test	58		
Under Floor/Under Slab	11			Electrical Groundwork	59		
A) Waste and Vent	11A			Electrical Rough	61		
B) Water Piping	11B			Handicap Equipment	62		
Backflow Protection (647-3341)				Pool Fence	63		
Roughs	12			OK TO PLASTER			
A) Water	12A			Drainage Holes-Pool Bottom(Demo)	64		
B) Top Out Waste and Vent	12B						
C) Gas Piping	12C						
Shower Pan/Tub Test	13			<b>SIGNS</b>			
Water Service	14			Footing/Setback	71		
Gas Service (Under Ground)	15			Electrical Groundwork	72		
Sewer/Sewer Cap	16			Electrical Rough	73		
Lawn Sprinklers	17			Structural/Framing	74		
Gas Air Pressure Test	18			Planning Approval	75		
Roof Drains	19						
				<b>MECHANICAL-HEATING/VENTING/COOLING</b>			
				Ducts - Prewrap	81		
				Rough (After Police)	82		
<b>ELECTRICAL</b>				A) HVAC Ductwork	82A		
Temporary Construction Power Pole	21			B) Piping (HW, CW, etc.)	82B		
Rough Fire Alarm Wiring	22			C) Exhaust Ducts	82C		
Rough Ground Work	23			D) Dampers	82D		
Service (Meter/Panel)	24			Underground Piping	83		
Grounding/Bonding	25			Metal Fireplace	84		
Permanent Power Pole	26			Type I Hood Clearances	85		
Lighting Standards	27						
Roughs	28						
				<b>OCFA Fire Inspections 714-573-6150</b>			
A) Walls	28A						
B) Hard Ceilings	28B						
C) T-Bar Ceilings	28C						
D) Solar	28D			<b>POLICE DEPT. 714- 647-5840</b>			
Roof Top Equipment	29			Parking Lot Lighting	203		
				Burglar Bars	206		
				Security Alarm	208		
<b>STRUCTURAL</b>							
Under Pinning (Floor Joist/Girders)	31						
A) First Floor	31A						
B) Second Floor and Above	31B						
Under Floor Insulation	32						
Roof (Diaphragm Sheathing/Frame)	33						
Framing (After Rough Elec., Plbg., & Mech. approvals)	34						
Planning Rough 714-647-2700				PLANNING 714-667-2700			
Shear Nailing	35			Architecture & Landscaping			
Insulation	36			PUBLIC WORKS 714-647-5074	400		
Lath – Exterior	37			NPDES- PWA 714-647-5013	00		
Lath – Interior	38			GRADING	10		
Drywall	39			PLUMBING	20		
Stucco	41			ELECTRICAL	80		
A) Scratch Coat	41A			MECHANICAL-HVAC			
B) Brown Coat	41B			POLICE 714-647-5840	200		
T-Bar Grid ( After Elec., Plbg. & Mech. approvals above grid)	42			OCFA 714-573-6150			
Trash Enclosure	43						
Accessibility Requirements (Interior)	44						
Accessibility Requirements (Exterior)	45						
High Pile Storage Racks	46						
Solar Rough	47						
Building NPDES BMPs - PWA	402						

FINAL INSPECTION APPROVALS



STRUCTURAL FINAL PROJECT COMPLETE	40	
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**Inspection Request Number (714) 667-2738**  
**City of Santa Ana Planning and Building Agency Website**  
**2://www.ci.santa-ana.ca.us/pba/BuildingSafetyHomePage.**

**BUILDING DEPARTMENT HOURS:** The Building Department is closed every Friday as of January 2012.

**PUBLIC COUNTER HOURS** – 8:00 AM to 4:00 PM on Monday, Tuesday, Thursday and 10:00 AM to 4:00 PM Wednesday.

Building Inspectors will take telephone calls from 7:00 AM – 8:00 AM. Inspector office hours are Monday through Thursday from 4:00 PM to 4:30 PM.

The following information must be included, in the order given, to receive a timely inspection:

- Use the appropriate permit number for structural, plumbing, mechanical, electrical, grading, solar or sign permits. The permit number is located on the upper right hand side of your permit or the upper left hand corner of the inspection record card. (**This is mandatory.**)
- Provide complete address, including suite numbers.
- Specify the code number (which may be found to the right of each description) for desired inspection(s),
- Provide a contact name and phone number for the inspector for the day of the inspection.

IF THIS INFORMATION IS INCOMPLETE, YOUR INSPECTION MAY BE DELAYED BY AN ADDITIONAL 24 HOURS. DUE TO RECORDS SEARCH TIME, OR DUE TO LACK OF INFORMATION THE REQUEST MAY NOT BE PROCESSED.

Inspection requests will be accepted 24 hours a day, but to ensure a timely inspection they must be called in prior to 3:00 PM. Those called in after 3:00 PM will be scheduled on the next available inspection date after they are called in.

For inspection information call 714-647-5853.

Structural Inspectors	714-647-5819	Electrical Inspectors	714-647-5821
Plumbing/Mechanical Inspectors	714-647-5817	Occupancy Inspectors	714-647-5815
Combination Inspectors	714-647-5849		

PLEASE DO NOT LEAVE MESSAGES FOR INSPECTORS ON THE INSPECTION REQUEST LINE

Inspector's Notes/Partial Inspections:

[illegible]