



# COURTESY INSPECTION REQUEST FORM

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION  
 ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL  
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SITE ADDRESS:		BUILDING APPLICATION #:	DATE SUBMITTED:
APN		TI PREPARATION BUILDING PERMIT #:	
OWNER'S NAME:	PHONE #: FAX #:		
MAILING ADDRESS (if different from site address):			
CONTRACTOR:	PHONE #: FAX #:		
CONTACT:	PHONE #: FAX #:		
LIMITS OF WORK REQUESTED FOR COURTESY INSPECTIONS:			

I, as the owner or owner's agent of this property, request to start construction work in which a building permit has not been completely secured. I have obtained a tenant improvement preparation permit if the scope covers the removal of interior non-structural elements within the building. I have submitted a building permit application and plans for the project and it is currently in the plan review process having completed at minimum the first review of plan check. I agree to call for courtesy inspections for the limited work as noted on this application. I fully understand that I will be responsible to redo any work performed under courtesy inspections if the work does not fully comply with the approved set of plans and all state and local rules and regulations.

Owner or Owner's Agent's Signature:..... Print: ..... Date:.....

**- OFFICE USE ONLY -**

The Request is: <input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	Bldg Official/Inspector: .....	Date:.....
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**INSPECTION RESULTS**

INSPECTION TYPE	INSP. DATE	TIME SPENT	*RESULTS	INSP. INIT.	COMMENTS (REASON IF INSPECTION FAILED)

\*RESULTS: P – Pass, F – Fail, C – Cancel, I – Incomplete, N – Not Required, R – To be Rescheduled