



# CITY OF PATTERSON

1 PLAZA  
P.O. Box 667  
Patterson, California 95363  
(209) 895-8030

## BUILDING DEPARTMENT INSPECTION REQUEST PROCEDURE

RECORDER NUMBER: (209) 895-8028

DIRECT NUMBER: (209) 895-8030

The City of Patterson Building Inspection Division is equipped with a 24-hour telephone recorder for inspection requests. Inspection requests made **Before 3 p.m.**, Monday through Friday, will be scheduled for the **following business day.**

❖ **After 3 p.m.** Inspection requests will be scheduled on the **second** business day following the day the inspection request was called in.

i.e.: \*Request made on Friday- inspection will be scheduled for Tuesday.

Request made on Monday- inspection will be scheduled for Wednesday.

### When requesting an inspection please provide the following information on the recorder:

1. Permit Number (requests made without a building permit number will not be scheduled)
2. Address of the project site
3. Type of Inspection
4. A call back phone number
5. Please specify AM (8-12) or PM (1-5)

The information must be complete and accurate, otherwise the inspection may not be scheduled or the inspector may not be able to make the requested inspection.

#### Note:

- If you cancel an inspection, you will need to call and re-schedule the inspection.
- Building Inspectors will not take inspection requests over the phone or in the field.
- Do not rely on cellular phones due to transmission difficulties.
- We are unable to accommodate appointments. This includes requests for morning or afternoon inspections.

If you would like to speak with a Building Inspector they are available during the times listed below either at the counter or call (209) 895-8030.

*\*If you need to be available, to provide access for the inspector to make your scheduled inspection, please contact the inspector who has your scheduled inspection to determine when the inspector might be arriving at the job site.*

**APPROVED PLANS & THE PERMIT ENVELOPE MUST BE ON THE JOB SITE  
WHEN THE INSPECTOR ARRIVES FOR THE INSPECTION.**