



City of Kingsburg

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BUILDING INSPECTION FREQUENTLY ASKED QUESTIONS

1) Why do I need to request a building inspection?

Building inspections are a critical component of ensuring that our built environment meets minimum standards for fire and life safety. The Building Inspector's main duty is to verify that construction meets the codes and standards specified in the 2022 California Building Standards Code and the Kingsburg Municipal Code. Every building permit that is issued must request inspections to ensure that the scope of work meets these requirements.

2) What type of inspections are required?

The type and number of inspections are determined by the scope of work for the project. More complex projects may require upwards of 100 inspections for all different sorts of structural, fire, mechanical, electrical, and plumbing work. The list of all available inspections is listed on the job card/permit that the Building Division issues to the contractor/owner. For work to be considered completed to the minimum standards in the Code, the permit for the construction must have an approved Building Final inspection. For more information, you can contact the Building Division.

3) How do I request an inspection?

The property owner or their authorized agent – usually the contractor of record – must request an inspection when the permitted work is ready, is visible, and is accessible. If the work is not visible, it shall be the responsibility of the owner or their agent to cause the work to be exposed.

Inspections may be requested by calling 559-897-6526 by 4PM on the prior day

The City of Kingsburg Building Division can accommodate next day inspection requests if the request is made prior to 4pm on the day prior. If the request is made after 4pm, then the inspection will be scheduled for the following business day thereafter.

The following information must be included in the voicemail left on the Inspection Line:

- 1) Project address,
- 2) Type of inspection requested,
- 3) Date of requested inspection,
- 4) Point of contact for inspection and contact information.
- 5) Any special instructions such as lockbox information, etc.

Building inspections will occur Monday through Friday, except on City designated holidays.

The City of Kingsburg will attempt to ensure that inspections will continue to occur even in the event of illness or scheduled time off, however circumstances may prevent this. A month-by-month calendar of “No Inspection Days” is available on the City’s [website](#).

4) What time will the Building Inspector be at my job site?

Building Inspection hours are as follows:

April 1 – October 31 (Spring, Summer, Fall)	November 1 – March 31 (Winter)
9am-1pm	10am-2pm

Each day, the Building Inspector determines the order of their inspection workload in a manner that is operationally most efficient. Considerations for creation of the inspection queue include geographic location, project complexity, and immediate health and safety concerns.

Generally, inspectors strive to perform inspections in the following order:

- 1) *Morning (9a-11a or 10a-12p) – Residential, non-subdivision*
- 2) *Afternoon (11a-1p or 12p-2p) – Residential, subdivision and Commercial*

You may request an AM or PM inspection to City and we will make an effort to accommodate that request.

5) Does someone need to be at the job site for the inspection?

On small residential projects, such as patios, pools, reroofs, and where the work can be inspected without entering the occupied portion of the house or garage, the inspections can be performed without the owner or contractor present.

On larger projects, or where the Building Inspector will be required to inspect inside the occupied home, a responsible adult over the age of 18 is required to be present during the inspection. If a contractor is in charge of the work to be inspected, then we recommend that they be present during the inspection in order to consult with the Building Inspector if any issues are identified.

6) What do I do with my dogs during the inspection?

All animals need to be secured during the duration of the inspection.

7) Does a ladder need to be provided?

If the requested inspection requires the use of a ladder, then one will need to be provided. Building Inspectors do not carry their own ladders. Please refer to this [Information Bulletin](#) regarding the City policy regarding ladders.

8) How long will the building inspection take?

Every building inspection takes a different amount of time. Most of the factors that affect how long an inspection will take are entirely under the control of the builder for the project. Projects that are constructed in a professional manner, utilizing high-quality approved construction components, and adhere to approved construction documents are generally very quick to inspect. In contrast, projects that deviate from plans, utilize questionable materials, or dubious construction techniques may result in longer inspection times and numerous corrections. In general, most inspections can be completed in an hour or less. For larger commercial and residential projects, some inspections can take multiple hours.

9) Do I need the “Approved” plans on the job site?

Yes. It is the responsibility of the permit applicant to ensure that the “Approved” set of plans are on the job site. The Inspector must have the approved plans on the job in order for the work to be inspected and approved. If the “Approved” plans are not on the job site, the Inspector will not be able to complete the inspection and a Correction Notice will be left on the job site.

10) How can I find out if an inspection was approved or not?

There are a few different ways that you can find out if the Building Inspector approved of an inspection. The first is to look at the job card/permit to see if the Inspector signed and dated the specific inspection entry. If corrections are required, the Building Inspector will leave a Correction Notice on the job site, typically stapled to the job card/permit. You can also call the Building Division office after 4pm on the day of the requested inspection and request the information.

11) What if I need clarification or have questions on a Correction Notice that was left on the job site by the Inspector?

The adopted California Building Standards Code encompasses ten separate volumes and thousands of pages that encompasses hundreds of different types of construction. These Codes are updated every three years with multiple changes and/or additions. The Building Division recognizes fully that the sheer complexity of the Codes may require clarification, interpretation, and explanation. The Building Division is happy to provide this service to our customers. If you have questions or are requesting clarification on a Correction Notice, please contact our office at 559-897-5328 during normal business hours.

12) My project is complete and final inspection has been approved. What do I do with the plans, permit documents, and the inspection record?

Keep all of these documents in a safe location. These are your permanent records of the work performed and may be needed in the future whenever a real estate transaction, such as the sale or refinance of your home, takes place. Further, your home insurer may need confirmation of City approval whenever you make adjustments to your homeowner's insurance policy. Though the City will retain the permit document and record of inspection indefinitely, any plans may be discarded after retaining them for a prescribed period of time, per State and local requirements. Your retention of these documents will simplify any building projects or real estate projects you may consider in the future.