



TOWN OF LOS GATOS

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
www.LosGatosCA.gov/building

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030

Instructions for Scheduling Inspections

Must Schedule by 12 p.m. (Noon) for a Next Business Day Inspection

• **Schedule Your Inspection Online (best way to receive a confirmation):**

1. Go to www.losgatosca.gov/building
2. Click on "Online Permits System"
3. No need to log on, just select the "Building Permits" tab
4. Enter your permit number in this format: B16-1111
5. Click "Schedule or Request an Inspection"

• **Schedule Your Inspection by Phone (speak slowly and clearly):**

Call the Inspection Request Line at (408) 354-6877 and leave the following information on the voicemail:

1. Type of inspection you need for each permit (ex: foundation, shear nail, gas test, rough electric, etc.)
2. Date requested for inspection (ex: Tuesday, March 22) & a.m. or p.m. preference
3. Permit number
4. Address (not lot number)
5. Contact name & phone number

*Please Note: If all information is not left, your inspection will not be scheduled. Your inspector will call you the afternoon before your inspection to confirm.

• **Schedule Your Inspection by Fax:**

1. Fill out the other side of this sheet and fax to (408) 354-7593

Additional Information

Town of Los Gatos inspection times are Monday through Friday from 9 a.m. to 3 p.m., excluding holidays. Inspections can be scheduled 24 hours a day, but must be scheduled by 12 p.m. (noon), for a next business day inspection. Inspection requests received after 12 p.m. will be pushed to the following business day. Inspectors will make every effort to accommodate an a.m. or p.m. request, but it is not guaranteed. Usually a.m. inspections are between 9 and 11 a.m., and p.m. inspections are between 12 and 2 p.m., but time windows are estimates only. For a more specific time frame, please contact your field inspector directly between 8 and 9 a.m. to coordinate. If your inspector is out of the office, please contact the Counter Technicians for information on who will handle your inspection.

Field Inspectors (Please DO NOT contact your inspector directly to schedule your inspection)

Roy Alba	354-6861		354-6871
Noal Grover	354-6870	Mark Hillbrandt	354-6819

<u>Counter Technicians</u>	354-6876	Counter Hours: Monday-Friday 8 a.m. - 1 p.m. Phone Available: Monday-Friday 8 a.m. - 4:30 p.m.
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Construction Work Hours:

Weekdays: 8 a.m. to 8 p.m.

Weekends & Holidays: 9 a.m. to 7 p.m.





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P.O. Box 949
LOS GATOS, CA 95031

FAX Inspection Request

Fax must be received by 3:00 PM
(408) 354-7593

Inspection requests scheduled by FAX will be accepted up to **3:00 P.M.** the business day before the date requested. Community Development business offices are open Monday-Friday 8:00 a.m. to 1:00 p.m., and phone available Monday-Friday 8:00 a.m. to 4:30 p.m., except holidays. Town of Los Gatos inspection hours are Monday-Friday 8:00 a.m. to 3:00 p.m., except holidays.

If the required information is not left, your inspection will not be scheduled! The Town **will not** call you to confirm your inspection request.

The following information is required when requesting an inspection:

- **Date requested for inspection** *(example: Tuesday, March 22)* _____
- **AM / PM or No Preference** _____
- **Project Address** _____
- **Building Permit Number(s) *** B _ - _____
(example: Building # B04-0111)
- ≡ **Type of Inspection(s)** _____
(example: Foundation, Shear Nail, Rough Electrical, Above Ceiling)
- Electrical Permit Number(s) *** E _ - _____
(example: Electrical #E04-222)
- ≡ **Type of Inspection(s)** _____
(example: Rough Electrical)
- Mechanical Permit Number(s) *** M _ - _____
(example: Mechanical #M04-222)
- ≡ **Type of Inspection(s)** _____
(example: Rough Mechanical)
- Plumbing Permit Number(s) *** P _ - _____
(example: Plumbing #P04-222)
- ≡ **Type of Inspection(s)** _____
(example: Gas test, Rough Plum, Rough Frame)
- **Contact Name** _____
- **Contact Phone Number** _____

*For Applicants Use B0 - _____
EO - _____

PO - _____
MO - _____

