



BUILDING INSPECTIONS

FREQUENTLY ASKED QUESTIONS

26 Corte Madera Ave., Mill Valley, CA 94941
Phone: (415) 388-4033

IMPORTANT – PLEASE NOTE: We cannot verify code compliance on work that has been covered without inspection. Failure to obtain a required inspection carries a consequence of removal of finishes or destructive testing to verify that work meets minimum code standards.

A permit will expire if more than 180 days have elapsed either from the date the permit was issued or between inspections. Additional fee(s) will be charged for permits that require renewal.

Although we are available to provide guidance and answer questions, you are ultimately responsible for building code knowledge and compliance.

How much notice do you need when I schedule an inspection?

Allow a minimum of two business days for inspection requests.

With whom do I schedule the inspection?

Inspections should be scheduled with the receptionist only.

What information do I need to provide when I schedule an inspection?

Please have your permit number and job address ready when you call in. We cannot schedule an inspection without them. If there are multiple permits on the job, specify which permit(s) the inspection is for. Please be specific about the type of inspection requested.

What are your inspection hours?

Inspection hours are from 8:30 a.m.-12 noon and 1-4:30 p.m.

Is it possible to schedule for a specific time?

We cannot provide specific inspection times. You can request an inspection to be early or late, but we cannot promise to accommodate you.

What do you mean by “contact person”?

Please insure the contact person is the person who will actually be onsite. The contact phone number provided should be such that we can reach you immediately if there is a problem with your inspection and we are going to be late or unable to keep the appointment.

What if I have to cancel?

Cancellations will be accepted until the date of the inspection if called in before 8:30 a.m. for morning inspections or before 12:00 noon for afternoon inspections.

What if no one can be there?

Although arrangements can be made for special circumstances, generally someone must be onsite to meet the inspector. We generally will not enter an occupied dwelling where no one is present and will not enter a property when the only person present is under 18 years of age. Missed inspections or reinspections where previous corrections have not been completed may be subject to a reinspection fee.

I have an inspection scheduled. What do I need to have available onsite for the inspector?

In addition to the permit card copy (which must be posted in a conspicuous location) the regular permit card, the City-approved set of plans, and any other related documents, must remain onsite at all times. We cannot perform an inspection without these documents.

Can plan revisions be made in the field?

Revisions must be submitted to City for review and approved before we can inspect the revised work. Any documents submitted must include a cover letter and, if submitted by architects or engineers, must be wet signed/ stamped. Faxed revisions will not be accepted.

I need to speak to an inspector. When are they available?

Counter hours for Senior Building Inspectors/Building Official are between 8-9 am and 4-5 pm during regular business hours. The counter hours for the field inspector are 8:00-8:30 am and 4:30-5:00 pm during regular business hours. The Building Department is closed on Wednesday mornings for staff meetings and administrative tasks.

I have a small project. Is it possible to obtain an “over-the-counter” permit?

We offer an “over-the-counter” plan check service for small projects that may not require extensive review and can be processed in a short (approximately 15-20 minutes) period of time. Generally, we do not plan check commercial projects, or project that would require structural review by an engineer. It is recommended that you bring your plans in during our regular counter hours first, so that a determination can be made whether or not the project is appropriate for the over-the-counter service.

Hours for this service are 10-11:30 a.m. on Tuesdays and Thursdays, and is on a first-come, first-served basis. Depending on the volume of applicants, we occasionally are unable to assist everyone who signs up.