

 <p>CITY OF AGOURA HILLS</p>	<p>CITY OF AGOURA HILLS BUILDING & SAFETY DIVISION 30001 LADYFACE COURT AGOURA HILLS, CA 91301</p>	<p>PHONE: (818) 597-7334 FAX: (818) 597-7352 www.AgouraHillsCity.org</p>	
<p>GENERAL INSPECTION PROCEDURES</p>		<p>IH-16</p>	<p>4-15-22</p>

To schedule an inspection please call the Toll Free Inspection Request Hotline at **(866) 701-3365**

City of Agoura Hills Building & Safety provides a fully automated inspection request line. This service is available and can be reached by dialing the above number 24 hours a day 7 days a week. Inspection requests received by this toll-free number prior to 3:00 p.m. will be performed the following workday. Please have your Permit Number available when calling to schedule an inspection.

You may request morning (A.M.) or afternoon (P.M.) inspections via Inspection Line, and based on our work load for that day, our staff will do its best to accommodate your request. However, these appointments are on an "IF POSSIBLE" basis. To confirm any morning or afternoon appointments you are encouraged to directly contact your inspector by calling (818) 597-7334 between 7:30 and 8:00 a.m. the day of the inspection.

Inspectors are available in the office between the hours of 7:00–8:00 a.m., and 4:00–5:00 p.m., Monday through Friday to discuss project issues or problems, correction notices, and any other code-related issues.

The permit applicant is responsible for verifying that all work is complete and is ready for inspection. Re-inspections will be conducted after all corrections have been made.

The following inspection sequence will provide you with a basic guideline as to when to call for an inspection. The Building Inspector of Record may allow deviation from the standard inspection process if there are sufficient reasons or site conditions that allow for an adjustment without causing adverse effects on the design of the building or structure.

FOUNDATION INSPECTION is conducted after excavations for footings have been completed and all forms and reinforcing steel are in place. All underground drains and waste plumbing must be in place with a 10-foot high water test. All required anchors must be fixed in place prior to inspection approval. The main grounding electrodes (UFER) shall be in place.

CONCRETE SLAB INSPECTION will be conducted after grading is complete with the required vapor barrier and reinforcement installed as per plans. All piping and conduit items must be protected from contact with concrete. This inspection must be performed and approved before the placement of concrete.

ROOF SHEATHING INSPECTION will be conducted after all roof sheathing is nailed as per the approved plans and before any roofing materials have been applied or loaded onto the roof. The contractor is responsible to prove ladder/access.

WALL SHEATHING INSPECTION All plywood shear panels on exterior walls must be nailed per the approved plans including any required shear transfer elements (plate nailing, bolting, strapping, and other shear transfer-related hardware) and inspected before being covered by exterior finish materials.

FRAME INSPECTION is conducted after all framing has been completed and the roofing material has been loaded. All rough plumbing, fire sprinkler piping, mechanical, and electrical, must be completely installed with all required tests. Windows and exterior doorframes must be in place and properly flashed. Exterior lath nailing inspection can be done during the framing inspection or at a later time, but before the insulation inspection. This is a combination inspection.

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INSULATION INSPECTION will be made after all required insulation is in place, windows installed and properly labeled, openings caulked, and required sealing completed.

DRYWALL NAILING INSPECTION is done after all drywall and/or interior lath and attachments are fastened in place. This inspection must be completed prior to the scratch coat application and before any drywall finishing is applied. Exterior lath nailing inspection must be approved.

SEWER AND WATER SERVICE CONNECTION BUILDING INSPECTION must be made after the approved piping is in place and the appropriate test is applied. This inspection must be completed prior to any piping being covered.

GAS PIPING TEST:

This inspection shall be made after all piping authorized by the permit has been installed and after all portions thereof which are to be covered or concealed are so concealed and before any fixtures, appliances, or shutoff valve has been attached thereto. This inspection shall include an air, CO2 pressure test, at which time the gas piping shall stand a pressure of not less than ten (10) pounds per square inch gauge pressure for no less than fifteen (15) minutes, with no perceptible drop in pressure. For welded piping, and for piping carrying gas at pressures in excess of fourteen (14) inches water column pressure, the test pressure shall not be less than sixty (60) pounds per square inch gauge pressure for no less than thirty (30) minutes, with no perceptible drop in pressure.

FINAL INSPECTION is made when the structure is ready to occupy. The following list of items must be completed: lot drainage, address posted, plumbing fixtures connected and operable, electrical fixtures in place, insulation certificate posted, structure clean of debris and stored construction materials, and wall finishes completed as per approved plans.

In advance of your request for a final inspection, a contractor sublist must be submitted. This will enable the City to ensure that all subcontractors and delivery companies have a business license tax certificate.

Prior to obtaining a Final Inspection Approval, all departments including (Planning, Public Works, and Building and Safety) must provide the final approval to the Building and Safety Department and all fees and signatures must have been collected.

Once approvals have been received from the three Departments, Building and Safety Final Inspection approval will be given and the utilities will be released. If a Certificate of Occupancy is appropriated for the project, it will be prepared and mailed to the "owner" listed on the original building permit application.

NOTE: *The information provided is only a guide. Projects may need more detailed inspections than are listed. If you have questions concerning specific methods of construction, products, or inspections, please consult with your Inspector of Record, or the Building and Safety Department at (818) 597-7334.*



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Automated Inspection Scheduling Quickguide

To Schedule an Inspection

(866) 701-3365

Building	100	Electrical	300	Mechanical	500	Plumbing	400
Setbacks/Locations	105	Temp. Power	305	Equipment/Fan Etc.	505	Building Drain	405
Rough Grade Cert.	110	Underground Conduit	310	A/C Condenser/Line Set	510	Underground DWV	410
Foundation/Uffer	115	Grounding Electrode	315	FAU Closet	515	Top Out	415
Pre-Slab/Saturation	120	Bonding/Metal Pipes	320	FAU Attic	520	Rough Gas Piping	420
Btm. Track/Ledger At.	125	Rough Electric	325	Disconnect	521	CSST (Pre-Approved)	425
Floor Frame/Sheathing	130	Solar Photovoltaic	330	Type 1 Hood	522	Gas Test	430
Pre-Wrap	135	Fixtures	335	Rated Shaft	523	Gas Sleeve/Vent	435
Siding (Non Cbstble)	140	Smoke Detectors	340	Cert. Balance Report	524	Rough Plumbing	440
Fenestration/Windows	145	GFCI/AFCI	345	Combustion Air	525	Underfloor Plumbing	445
Cal. Energy Req.	149	Service/Sub-Panel	350	Rough Ducting	530	Copper Under Slab	450
Shearwall	150	Electrical Appliance	355	Energy Req w/o Duct Seal	535	Elect. Gas Bonding	451
Framing	155	Load Schedule	360	Energy Req w/ Duct Seal	540	Water/Air Test	455
Rated Wall Assembly	160	Bonding/Grounding Ltr	365	Duct Testing/Sealing	542	Appliance Install	456
Roof Nailing	165	Utility Release	370	Gas Piping	543	Roof/Areaa Drain	457
Insulation	170	Final Electrical	395	B-Vents	545	Water Service/Piping	460
Drywall Nailing	175	Pools/Spas	900	Factory Draft Stop	546	Water Heater	465
Interior Lath/Shower	176	Setbacks/Location	905	Final Mechanical	595	Shower Pan Test	470
Exterior Lath	177	Excavation/Steel	910	Fire Department	600	Shower Valve	475
Scratch	178	Hydrostatic Valve	915	Rough Fire	605	Hot Water Recir. Sys.	480
Brown	179	U.G. Recirculation Piping	920	Final Fire	695	Septic System	481
Welding/Epoxy Rep.	180	U.G. Electrical	925	Roof/Waterproofing	700	Leach Field	482
Demo	185	U.G. Gas/Rough Test	925	Pre Roof/Tear Off	705	Building Sewer	485
Final Grade Cert.	190	Light Shell/Bonding	930	Frame	710	Solar Water H. Sys.	486
T-Bar Ceiling	191	Pre-Deck/ Bonding	935	Roof Nail	715	Radiant Heating	487
Site Drainage	192	Fences/Gates/Alarms	940	Flashing/Waterproofing	716	B-Vents	488
Fire Zone 4 Req.	193	Owner Alarm Cert.	941	Final Roof	795	Seismic Gas Valve	489
Fencing	194	Final Electrical	945	Signs	800	Boiler	490
Tent/Membrane Struct.	195	Gas Test (at final)	950	Location	805	Gas Company Release	492
Final Building	199	Final Plumbing	955	Footing	810	Final Plumbing	495
Masonry	200	Pool/Spa Cover	956	Electrical	815		
Footings	205	Final Pool	995	Disconnect	820		
Steel/Rebar	210			Final Sign	895		
Pre-Grout Lift	215						
French Drain	220						
Pre-Cap/Gravel	221						
Final Wall	295						