

INSPECTION SCHEDULING

The Building & Safety Division offers three methods for scheduling building inspections. Please use one of the options listed below to request an inspection.

To receive a next-business-day inspection, requests must be submitted by 3:00 p.m. on the previous business day using one of the available scheduling methods listed below.

Note: All conditions on permits shall be met prior to requesting inspection (e.g Waste management requirements, current city business license etc).

1. Online using our Accela Citizens Access (ACA) portal.

- Go to: [Accela Citizen Portal \(ACA\)](#) then Login or Create an ACA account.
 - On the Dashboard home page, select “Schedule Inspection” under the Building and Fire section.
 - Scroll down to the “Records List” section and select the desired permit or use search function located in upper right corner.
 - On the Inspection section of the pop-up page, select “Schedule Inspection,” then choose the desired inspection.

2. By SelectTXT.

- Text “SCHEDULE” to (844) 670-9753 to schedule, reschedule, cancel inspections, or check inspection results.
 - The system will text you back and ask for your permit number.
 - Follow the prompts as directed to schedule your inspection(s).

3. By Phone using our Voice Permits System.

- Using your phone, dial (925)931-5322.
 - Dial 1 to Schedule and inspection (and wait
 - Dial 2 to Cancel or Re-schedule an inspection.
 - Dial 3 to hear inspection results.
 - Dial 0 to speak to one of our office staff.

Note: Building Inspectors are available for calls at (925)931-5300 from 7:30 am to 8:00 am on the morning of your inspection to provide an inspection time frame.

REFER BELOW TO OBTAIN INSPECTION CODE NUMBERS

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> City of Pleasanton BUILDING PERMIT INSPECTION CARD </div> <div style="text-align: right;"> Permit # _____ </div> </div>								
For all Permits that start with a B, please schedule, reschedule or cancel inspection requests at www.pleasantonpermits.com , or call (925) 931-5300. Inspectors are only available by phone between the hours of 7:30 am and 8:00 am by calling (925) 931-5300, press 0. Most Trade Permit types only require one inspection, see below in the right column, and request a 999 -FINAL inspection type.								
Inspection	Date	Initial	Inspection	Date	Initial	Inspection	Date	Initial
Before covering trenches/piping:			Before exterior wall or roof covering:			Pool Permits:		
205 -U'GROUND PLMG			401 -ROOF SHEATHING			701 -PRE-GUNITE		
302 -SEWER LATERAL			402 -EXTERIOR SHEAR			702 -PRE-DECK		
303 -WATER SERVICE			403 -EXTERIOR LATH			703 -PRE-PLASTER		
304 -U'GROUND ELECT			Before insulating walls or ceilings:			704 -DOOR ALARMS		
			404 -ROUGH FRAME			Re-roofing Permits:		
			405 -ROUGH ELECTRICAL			602 -ROOF SHEATHING		
Before pouring concrete:			406 -ROUGH PLUMBING			904 -SPARK ARRESTOR		
102 -FOOTINGS			407 -ROUGH MECHANICAL			Meter Releases:		
103 -STEM WALLS			408 -GAS PIPING			301 -TEMP POWER		
104 -PIERS			409 -TOP OUT			310 -ELEC METER		
105 -GRADE BEAM			410 -INTERIOR SHEAR			311 -GAS METER		
106 -SLAB			411 -HOLDDOWNS			315-WATER METER 3/4"		
107 -GARAGE SLAB			Before installing drywall:			316- WATER METER 1"		
108 -UFER GROUND			451 -TI WALL FRAMING			Permits types typically require one inspection, use 999 -FINAL code.		
412 -CMU'S			452 -TI CEILING FRAMING					
455 -TILT-UP PANELS			453 -T-BAR CEILING			SIGNS		
			501 -INSULATION			FURNACE/AC CHANGEOUT		
Before installing floor sheathing:			Before final inspection:			PV / ELECT CAR CHARGER		
201 -FLOOR JOISTS			502 -DRYWALL (FIRE-RATED)			WATER HEATER		
202 -U'FLOOR PLUMBING			503 -GAS PRESSURE TEST			RE-PIPING		
203 -U'FLOOR DUCTWORK			504 -SHOWER PAN TEST			WATER SOFTENER		
204 -U'FLOOR INSULATION			806 -DUCTWORK			ELECTRICAL PANEL		
"B" Building Permits & Inspections: Call (925) 931-5300 to schedule inspections. Next day requests must be received by 3 pm.								
"E" Engineering Permits & Inspections: Call (925) 931-5650 at least 3 days in advance to schedule Engineering Inspections.								
"P" Planning Division Permits & Inspections: Call (925) 931-5600 at least 3 days in advance to schedule Planning Inspections.								
Landscape Inspections: Call (931) 925-5672 at least 3 days in advance to schedule Landscape Inspections.								

If you have any questions, please contact the Building Division:
 Email: Buildingdivision@cityofpleasantonca.gov
 Phone: 925-931-5300.