



## INSPECTION PROCEDURES FOR RESIDENTIAL STRUCTURES

### COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION • 10300 TORRE AVENUE • CUPERTINO, CA 95014

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## **RESIDENTIAL INSPECTION PROCEDURE**

### **PROJECTS FOR WHICH A BUILDING PERMIT IS ISSUED, INSPECTIONS ARE REQUIRED TO CONFIRM THE CONSTRUCTION COMPLIES WITH THE APPROVED DRAWINGS, DETAILS, & CODES.**

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the Building Division when work is ready for inspection. It shall also be the duty of the holder of the permit to cause the work to remain accessible and exposed for inspection purposes. Work shall not be done beyond the point indicated in each successive inspection without first obtaining approval from the Building Division.

- **Scheduling an Inspection:** All contacts linked to the permit can schedule the required inspections using the online portal ([www.cupertino.gov/aca](http://www.cupertino.gov/aca)) or by calling 408-777-3228.
- **Ready for Inspection:** Work for which an inspection has been requested shall be complete at the time the inspector arrives at the site. If there is no access or the work is not complete and ready for inspection, you will be subject to a re-inspection fee.
- **Canceling an Inspection:** If you must cancel an inspection, please do so by 3:30 pm on the business day prior to the scheduled inspection.
- **Paying a Re-inspection Fee:** Re-inspection fees must be paid before inspections can resume. The fee can be paid at the Building Division office located in City Hall or online at [www.cupertino.gov/aca](http://www.cupertino.gov/aca).

***Important Note: Contact PG&E immediately to begin the process of designing and installation of new gas or electric services, including the installation of temporary power for construction.***

The following list indicates the general sequence of inspections that must be completed prior to the following inspection. Not all these inspections will be required for every project. If you have questions about the required inspections, please contact the Building Inspectors at 408-777-3228. Failure to call for the required inspections may result in having to dismantle work to expose required items for inspection. The City of Cupertino shall not be liable for expense entailed in the removal or replacement of any material required to allow inspections.

## **STANDARD INSPECTIONS FOR RESIDENTIAL PROJECTS**

### **❖ Under Slab Plumbing and Electrical**

The inspection will include all under floor plumbing pipe (water and sewer) and electric conduit installed to verify compliance to the approved plans (Sizes and Type of Materials). Note: All plumbing pipes should be under water test with a 10 ft head pipe and water lines under pressure.  
(Inspection Type to Schedule: **UNDER-SLAB ELECTRICAL /UNDER-SLAB PLUMBING**)

### **❖ Rebar / Reinforcement**

This inspection is to determine that the foundation work performed matches the approved plan and details. The inspector will be looking at rebar sizing, spacing, splices, lengths, tying requirements, condition of materials, and UFER ground is in place.  
(Inspection Type to Schedule: **REINFORCEMENT**)

### **❖ Foundation Inspection (footings separate from slab)**

This inspection is scheduled when the foundation footings are poured separately from the concrete slabs or for a raised floor design. Inspection occurs once the forms are set, reinforcing steel and framing anchors are in place, and trenches are cleaned out.  
(Inspection Type to Schedule: **FOUNDATION**)

### **❖ Concrete Slab (when poured separately from foundations)**

This inspection is scheduled to determine that the concrete slab foundation work performed matches the approved plan and details. The inspector will be looking at sub-base and vapor barrier, rebar sizing, spacing, splices, lengths, condition of materials, and UFER ground is in place.  
(Inspection Type to Schedule: **SLAB**)

### **❖ Foundation Inspection (footings and slab poured together)**

This inspection is to determine that the footings and slab are constructed per the approved plans and details. See specific information to be verified as stated in previous entries for the foundation and concrete slabs.  
(Inspection Type to Schedule: **FOOTINGS & FORMS / SLAB**)

***Important Note:** A footing/foundation setback letter from your licensed surveyor stating the forms installed match the approved plans. This will be required prior to approval of the inspection and the pouring of concrete. Some projects also require a structural observation letter from your Engineer of Record (see notes on structural plans) and/or Soils Engineer.*

***\*FOUNDATION INSPECTION MUST BE RESULTED AS PASSED FOR WORK TO CONTINUE. NO EXCEPTIONS.***

❖ **Under Floor Inspection (for raised wood floor systems)**

The inspection is scheduled once all the floor framing and under floor conduit, piping (water and sewer), and duct work have been installed to verify compliance to the approved plans and structural details. The inspector will also verify the installation of the required under-floor ventilation openings, the under-floor access openings per plan, and the required plumbing cleanouts and vents are in place and all plumbing under water test with a 10 ft head pipe.

(Inspection Type to Schedule: **UNDERFLOOR FRAMING / UNDERFLOOR ELECTRICAL / UNDERFLOOR MECHANICAL / UNDERFLOOR PLUMBING**)

❖ **Under Floor Insulation Inspection (for raised wood floor systems)**

To be scheduled once all the under-floor insulation is installed, properly supported, dry, and not blocking any ventilation openings or underfloor access points. A copy of the approved energy compliance report shall be present to verify that the correct insulation was installed per the design.

(Inspection Type to Schedule: **UNDERFLOOR INSULATION**)

❖ **Roof Nail Inspection**

To be scheduled once the roof structural framing and diaphragm is all in place with all nailing and strapping installed per the approved structural roof plan and details.

(Inspection Type to Schedule: **ROOF NAIL**)

❖ **Shear Wall Inspection**

To be scheduled once all the designed shear walls have been installed. The inspector will use the approved structural plan sheets and details to verify the shear wall locations, lengths, anchorage, strapping and nailing. *Note: Special inspection may be required for shear nailing at 4" or less.*

(Inspection Type to Schedule: **EXTERIOR SHEAR /INTERIOR SHEAR**)

***\*ROOF NAIL & SHEAR WALL INSPECTIONS MUST BE RESULTED AS PASSED FOR WORK TO CONTINUE. NO EXCEPTIONS.***

***Important Note: Prior to scheduling Rough Frame / MEP'S Inspection, the Fire Department needs to have performed and signed off their Rough Sprinkler inspection for projects with fire sprinklers. To schedule with SCC Fire, please call 408-378-4010.***

❖ **Rough MEP Inspection (Mechanical, Electrical, and Plumbing)**

To be scheduled once all the plumbing, mechanical and electrical have been installed. Rough plumbing inspections consists of verifying the water, waste, gas, and HVAC condensation pipes have been installed and are properly supported, correct materials, sizes, lengths, slopes and under test to ensure no leaks. Rough mechanical inspection will occur after all duct work and interior mechanical equipment (furnace) is installed. Rough electrical will verify the locations of the outlet boxes, service panels, sub-panels, including the install of smoke and carbon monoxide alarms.

(Inspection Type to Schedule: **ROUGH ELECTRICAL / MECHANICAL / PLUMBING**)

### ❖ **Rough Frame Inspection**

To be scheduled once all the proposed studs, floor joists, roof rafters, headers, beams, and posts are installed per the approved structural plan sheets and details. The inspection will verify the correct size and spacing of the studs, the correct types and sizes of headers and beams are installed with correctly sized posts to support, and all required straps are installed at all designated locations. Special attention will be given to all structural connections and compliance to the approved structural details, including looking at all notching and drilling of members to ensure compliance to code minimums, and the verification that all penetrations in any fire rated assemblies are sealed and protected. The inspector may also request a Structural Observation letter/report from the Engineer of Record which states the structural design elements have been inspected and they all comply with the approved structural design presented within the approved plans and details.

(Inspection Type to Schedule: **ROUGH FRAME**)

**\*ROUGH FRAME INSPECTION MUST BE RESULTED AS PASSED FOR WORK TO CONTINUE. NO EXCEPTIONS.**

### ❖ **Exterior Lath Inspection**

Exterior lath inspection consists of verifying the weather proofing of the residence. The water resistive barrier installed will be inspected to ensure it is installed per the manufacturer's instructions and code minimums. Any penetrations within an exterior wall will be required to be sealed.

(Inspection Type to Schedule: **EXTERIOR LATH**)

### ❖ **Underground Water Service**

Underground Water Service is inspected to ensure approved plans match site's pipe layout, material, lengths, sizes, material is properly sealed to maintain leak-free conditions, and trench conditions are adequate.

(Inspection Type to Schedule: **UNDERGROUND WATER SERVICE**)

*\*If the home is equipped with a Fire Sprinkler System, an inspection should be scheduled with Santa Clara County Fire at 408-378-4010.*

### ❖ **Underground Sewer**

Underground Sewer is inspected to ensure approved plans match site's pipe layout, material, lengths, sizes, material is properly sealed to maintain leak-free conditions, and trench conditions are adequate.

(Inspection Type to Schedule: **UNDERGROUND SEWER**)

❖ **Property Line Cleanout\*\***

Property line Cleanout inspection consists of verifying the details set by Cupertino Sanitary District are met. That detail can be found at [https://j.b5z.net/i/u/10207194/f/Contractors/7-STANDARD\\_PROPERTY\\_LINE\\_CLEANOUT-DETAIL.pdf](https://j.b5z.net/i/u/10207194/f/Contractors/7-STANDARD_PROPERTY_LINE_CLEANOUT-DETAIL.pdf) . The inspection will need to have the pipe to be under water test to ensure there are no leaks. Cupertino Sanitary Visual inspection must be scheduled and resulted prior to Property Line Cleanout inspection with the City. Cupertino Sanitary may be reached at (408) 253-7071

(Inspection Type to Schedule: **PROPERTY LINE CLEANOUT**)

*\*\*Inspection is not needed if home is serviced by Sunnyvale Sanitation District.*

❖ **Wall and Ceiling Insulation Inspection**

To be scheduled once all the roof, wall and underfloor insulation has been installed per the approved energy compliance report. The energy report will designate the R-Values and types of insulation to be installed in each location. The energy installation certificates will need to be provided from the insulation contractor to the field inspector for final sign off of this inspection.

(Inspection Type to Schedule: **INSULATION**)

❖ **Interior Sheetrock Inspection**

To be scheduled once all the sheetrock / gypsum board has been installed to verify the thickness and type and spacing of screws used to install. The inspection will pay close attention to the required fire separations between the residence and garage and residence to accessory dwelling unit. All penetrations within the required fire separations will need to be sealed and protected for the inspection.

(Inspection Type to Schedule: **SHEET ROCK / RATED ASSEMBLY**)

❖ **Shower Pan Inspection / Interior Lath – Water Barrier**

All showers (curb and curb less) are inspected by having the shower drain plugged and the shower pan filled under water test for at least 24 hours to confirm no leaks. The interior lath inspection is conducted to ensure the waterproofing materials in the shower space meet code minimums.

(Inspection Type to Schedule: **SHOWER PAN / INTERIOR LATH**)

❖ **Scratch Coat Inspection**

This inspection is to be scheduled after the stucco scratch coat has been applied and has dried/cured for a minimum of 48 hours.

(Inspection Type to Schedule: **SCRATCH COAT**)

❖ **Electric Meter/ Gas Meter Release**

These inspections occur to determine if the service equipment can be safely connected to the Utility provider PG&E. A Meter Release Sticker will be provided/applied by the Cupertino building inspector to indicate approval for the PG&E field staff.

(Inspection Type to Schedule: **ELECTRICAL METER RELEASE / GAS METER RELEASE**)

### ❖ **Final Inspection**

This inspection is scheduled after all other inspections have been completed and approved and all work is complete. Before a Building Final can be scheduled, all other final inspections shall be completed by the reviewing agencies (Cupertino Sanitary, Public Works, Planning, and Fire).

(Inspection Type to Schedule: **FINAL BUILDING**)