



CITY OF IMPERIAL

420 South Imperial Avenue
Imperial, CA 92251
Phone (760)355-1152
Fax (760)355-4718
www.cityofimperial.org

INSPECTION REQUESTS (760)355-1151

Please read the following carefully.

Inspection Process:

One day advance notice is required for inspection scheduling. Our inspection request line is a voice mail box which can be accessed 24 hours a day, however, you must request your inspection by 5:00 PM the preceding business day. We cannot accommodate specific times nor early or late requests. ***Your permit card and approved plans must be made available at the time of inspection.***

**Our 24-hour building inspection scheduling line is:
(760) 355-1151.**

Your inspection request message must include the following (in this order, and please speak slowly and clearly):

- PERMIT NUMBER
- STREET ADDRESS
- DAY/DATE OF INSPECTION
- NAME ON THE BUILDING PERMIT
- YOUR TELEPHONE NUMBER
- TYPE OF INSPECTION REQUESTED

If you do not provide all of the information above, an inspection is not required.

You will not receive a call back. As long as you call your inspection in before 5:00 PM the business day before you need it and you provide all the information noted above, your inspection will be scheduled as requested. Specific inspection time cannot and will not be scheduled via the recording.

YOU ARE RESPONSIBLE TO PROVIDE ACCESS TO THE INSPECTOR FOR THE INSPECTION. **If you are unable to be there, you will need to leave a note giving the inspector permission to enter and a key or unlocked door or gate.** Additionally, inspectors will not enter backyards when dogs are present or enter houses when only minors are present.

Inspectors do not carry ladders, therefore ladders must be provided when necessary to perform the inspection.

A re-inspection fee may be collected when additional inspections are required due to incomplete work, work which is covered prior to inspection (and which the covering material must be removed to allow inspection), work requiring correction and re-inspection, and other similar situations.