

WRITE YOUR PERMIT NUMBER(S) HERE:

100	SETBACKS	147	PRE-GUNITE
101	FOOTINGS AND REBAR	148	PRE-DECK
102	GRADE BEAM - STEEL	149	PRE-PLASTER
103	POST TENSION FOUNDATION		
104	RETAINING WALL		
105	PIERS	151	UFER GROUND
107	STRUCTURAL SLAB	153	UNDERGROUND CONDUIT
108	CONCRETE MASONRY UNITS	154	SUSPENDED CEILING/T-BAR
		160	SOLAR PANELS/PV SYSTEMS
109	UNDER FLOOR/SLAB PLUMB	161	ELECTRICAL SIGN
110	UNDER FLOOR/SLAB ELEC	162	OTHER ELECTRICAL
111	UNDER FLOOR/SLAB MECH	163	FLASHING/WATERPROOFING
112	UNDER FLOOR FRAME	164	WET WALL
113	SEWER LINE	166	A/C COMPRESSOR
114	WATER LINE	167	FURNACE INSTALLATION
115	SUBGRADE PLUMBING	168	COMMERCIAL HOOD
116	ROUGH GRADING	169	OTHER MECHANICAL
117	STORM WATER COMPLIANCE		
119	EXTERIOR SHEAR/HARDWARE		
120	ROOF NAIL	171	GAS METER RELEASE
121	ROUGH PLUMB (DWV/WATER TEST)	172	DEMOLITION
122	ROUGH ELECTRICAL	175	SITE ACCESSIBILITY
123	ROUGH MECHANICAL	179	SPECIAL INSPECTION
124	ROUGH FRAME	180	OTHER MISC
125	OTHER FRAME	181	ELECTRIC METER RELEASE
126	REROOF	183	ENVIRONMENTAL COMPLIANCE
127	HYDRONIC PLUMBING	184	PUBLIC WORKS
128	PROCESSED PIPING		
129	PRE-CONSTRUCTION MTG	185	FIRE ALARM
130	LATH		
131	INSULATION	186	FIRE SPRINKLER
133	FIREWALL	187	FIRE DEPARTMENT
134	INTERIOR SHEAR	188	COUNTY HEALTH DEPARTMENT
135	DRYWALL	189	FINAL BUILDING
		190	FINAL ELECTRICAL
136	GAS TEST	191	FINAL PLUMBING
137	SHOWERPAN TEST	192	FINAL MECHANICAL
138	UNDERGROUND GAS LINE	193	TEMP CERT OF OCC
139	WATER HEATER	195	PERMIT FINAL
140	SOLAR PLUMBING	196	WATER CONSERVATION
142	OTHER PLUMBING	198	FINAL GRADING
		201	POOL FINAL
		202	SMOKE/CO ALARM VERIFICATION
143	MOBILE HOME SETUP	203	SWLID PRE-INSTALLATION
144	INTERIOR ACCESSIBILITY	204	SWLID 50% INSTALLATION
146	FINAL ACCESSIBILITY	205	SWLID FINAL INSTALLATION
		400	UNDERFLOOR COMBO (109, 110, 111, 112)
		401	CLOSE-IN COMBINATION INSPECTION
		402	FINAL COMBO



CITY OF SANTA ROSA

AUTOMATED BUILDING

INSPECTION REQUEST SYSTEM

SELECTRON

(707) 543-3006 – VOICE

(833) 239-5091 – TEXT

WHAT IS THE AUTOMATED BUILDING INSPECTION SYSTEM?

The City of Santa Rosa Automated Building Inspection Request System (SELECTRON) is an automated system that allows callers to use a touch tone phone to schedule and cancel inspections from 6:00 a.m. to 11:59 p.m. seven days a week.

- If using VOICE: Call the “voice” number above and respond to the prompts accordingly.
- If using TEXT: Text “menu” or any key word to the text number above and respond to the prompts accordingly.

Be sure to listen for and write down your confirmation number before disconnecting from this system. The confirmation number ensures your inspection is scheduled.

**CITY OF SANTA ROSA
 PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
 BUILDING DIVISION
 100 SANTA ROSA AVENUE, ROOM 3
 SANTA ROSA, CA 95404
 (707) 543-3200**

INSTRUCTIONS

SELECTRON is an automated system that allows callers to use a touch tone phone to schedule and cancel building department inspections.

SELECTRON is available seven days a week from 6:00 a.m. to 11:59 p.m. to request inspections. Because of the area our inspectors must cover each day, there is no guarantee that specific time requests can be honored. We recommend scheduling inspections a couple days in advance to ensure scheduling for the desired day.

SELECTRON schedules inspection requests for the next five business days.

REQUESTING AN INSPECTION

(Listen while “**SELECTRON**” repeats your entries back to you. Please stay on the line until the process is complete. If there are any problems, you will be given further information.) Below is a summary of choices on the system.

1. To schedule a building inspection, press 1. To cancel an inspection, press 2. To hear inspection results, press 3.
2. Please enter the numeric portion of your permit number followed by the # key; i.e., 050001 for building permit number B05-0001. The building permit number and address will be spoken back as a confirmation of your permit entry.
3. Enter the three (3) digit inspection code(s). For a listing of inspection codes, see page 4 of the handout or the inspection card.
4. At the end of the inspection request process, you will be given a confirmation number. Be prepared to write down the confirmation number as a verification of your inspection request.

The cutoff time for next working day inspection requests or cancellations is **2:00 p.m.** on the previous day. Inspections can be requested on weekends and holidays for the next working day. **Any inspections requested after 2:00 p.m.** will be processed as though they were received the following day.

CANCELING AN INSPECTION

All inspection cancellations must be requested prior to the cutoff time of 11:59 p.m. Inspections requested for work which is not ready may result in the assessing of re-inspection fees. Canceling an inspection is virtually the same as scheduling except that you will press 2 to cancel instead of 1 to request.

If you need to cancel an inspection request after the cutoff time, please call the office at (707) 543-3200, and select Option 1, then Option 2, between the hours of 7:30 and 8:30 a.m. to reach staff.

USING THE SYSTEM

You will soon find that you can enter information as soon as **SELECTRON** begins to request it. While this makes the process much shorter, it is suggested that you listen to the entire dialogue until you are familiar with the system. Inputting an out-of-area phone number may cause an error with the system when leaving a message.

Please be sure to listen to the entire message in the event that your inspection rolls to another day due to closure or a full calendar and to obtain your confirmation number. If you are not given a confirmation number, your inspection may not have been scheduled.

When the computer is not in service, you can only schedule inspections by calling (707) 543-3200 or by faxing an inspection request to (707) 543-3219.

PLEASE BE ADVISED THAT INSPECTIONS MAY ROLL TO ANOTHER DAY IF THE INSPECTION CALENDAR IS FULL. BE SURE TO CALL (707) 543-3200, OPTION 1, THEN OPTION 2 THE MORNING OF THE SCHEDULED INSPECTION TO CONFIRM THE TIME FRAME WITH STAFF.