



City of Santa Rosa

Essential Inspection Services

The City of Santa Rosa is currently providing inspection services for any construction activities allowed under both the State and County health orders. For more information on actions the City has taken to slow the spread of coronavirus in the community, visit srcity.org/PreventTheSpread.

As of May 4, 2020, the following inspection services are available under Sonoma County Order No. C19-09 (Order):

Construction Inspections

The City is currently providing all construction inspection services associated with private property and public right-of-way improvements related to “Unoccupied Structures” as defined in the Order:

“Unoccupied structure” means a new or existing structure that no person inhabits or accesses for the duration of the construction activity, except for persons performing the construction or construction support services.

Inspection services associated with occupied structures will be limited to the specific construction activities highlighted in Subsections 16.f.vi and 16.f.vii of the Order. If an inspection is scheduled for an occupied structure, the inspector will visit the site during the scheduled window for arrival and evaluate compliance with the Order. The inspection will proceed if it is determined that the action is permissible under the order. If it is determined that the project does not qualify, the inspection will be cancelled.

If a project is not supported for inspection and an evaluation for exemption is desired; submit a formal written request to joswald@srcity.org highlighting the following:

- Permit Number(s)
- Project Description
- Description of current construction status
- Description of future inspection needs
- Applicable section of the Order allowing future inspections to commence
- Timeline of when the inspections will be needed

Staff will review the request, in coordination with all affected departments, and produce a written determination.

If the project requires inspection services delivered under only a fire construction permit, the inquiry process highlighted above may be directed as follows:

Fire Permits - SRFD@srcity.org

City staff will be ensuring that all construction sites maintain compliance with the COVID-19 Construction Field Safety Requirements attached to the Order as Exhibit B. If failure to comply with the published safety requirements is witnessed by any member of the City's inspection team, the situation will be documented, the City's Code Enforcement Division will be notified and future inspections will be suspended until compliance is achieved. Failure to correct identified deficiencies may result in progressive enforcement through the Santa Rosa Police Department.

How do I request an inspection?

- Fire rebuild and other housing inspections may be requested through our automated phone system at 707-543-3006. Fire rebuild inspections may also be requested by calling the office at 707-543-4649.
- Encroachment inspections can be requested in the manner specified on the issued permit.
- Fire permit inspections may be requested through the automated phone system at (707) 543-3006.

Water Department Inspections

Water Inspections Including System Shutdowns, Disinfection, Hot Taps, and Sewer Cut-In Requests

- A minimum of 4 business days' notice will be required prior to the requested date for all water main shutdowns, loads for disinfection, hot taps, and sewer cut-ins.
- Water main shutdowns and hot taps for residential projects allowed under the Order will be limited to Tuesdays, Wednesdays, and Thursdays only.
- Shutdowns and hot taps for essential commercial projects allowed under the Order will be limited to Tuesdays and Wednesdays only.

How do I request an inspection?

Requests for water shutdown, load for disinfection, hot tap, and sewer cut-ins should be made in the manner specified on the issued encroachment permit. You may submit any inquiries regarding the Water inspection process to watereng@srcity.org.

Housing Inspections

Section 8 Housing Choice Voucher Program

Section 8 Housing Choice Voucher program is performing essential duties to ensure participants in the program remain stably housed. Initial inspections for new tenancies are being performed upon request to the Housing Authority.

How do I request an inspection?

Inspection may be scheduled by submitting a written request to section8@srcity.org.

Fire Inspections (Non-Construction)

Fire inspections associated with new construction projects are addressed in the “Construction Inspections” section above. The Fire Department is currently conducting the following non-construction related inspections and services on a case by case basis:

- HazMat CUPA - Hazardous Materials, Hazardous Waste, Underground Storage Tanks (Gas stations, including emergency repairs), Aboveground Storage Tanks
- Annual Fire Code Permit Inspections - Care facilities, apartments, various other occupancy types with permits to operate deemed essential
- Complaints – Life or environmental hazards
- Follow up - Compromised life safety systems
- Fire and hazardous material release investigations
- Exterior hazard abatement – Weed abatement inspections
- State Fire Marshal mandated inspections – Includes Group I occupancies (Skilled nursing facilities, jails and detention centers), Group R occupancies (Hotel, motel, apartment, condo, boarding and congregate living facilities)
- Licensing clearances – Care facilities, surge capacity approvals
- Limited term permits – Tents

How do I request an inspection?

The specific inspections highlighted above are either coordinated by the Department on a reoccurring basis or triggered by a specific request from a member of the public. Contact the Department at SRFD@srcity.org or call (707)543-3500 to obtain specific direction regarding the individual services.

Code Enforcement

Investigations into complaints that have immediate health/life-safety implications will be executed

How do I file a complaint?

- Email a completed form: <https://www.srcity.org/DocumentCenter/View/2597/Code-Investigation-Request-Form-PDF> to code@srcity.org
- Call the Code Enforcement division at (707) 543--3198

Storm Water Inspections

- Stormwater Compliance inspections on active commercial and residential State Construction General Permit projects will commence as specified under the City’s National Pollutant Discharge Elimination System with the North Coast Regional Quality Control Board.
- Stormwater Inspections only on active residential projects that are in violation (discharging or significant housekeeping problems) of City Stormwater Ordinance.

Covid-19 Safety Protocols

- Building and Fire Inspectors will not enter occupied buildings unless necessary and it has been approved by the Chief Building Official (or their designee) or the Fire Chief (or their designee).
- The inspector will work with the contractor whenever possible to determine the feasibility of conducting virtual inspections.
- The inspector shall maintain a single point of contact for the duration of the inspection.
- The contractor must have the inspection area cleared of workers and implement social distancing protocols that maintain a 6-foot distance between all participants.
- All workers other than the specified point of contact must exit the site interior during the inspection.
- The area shall be adequately ventilated.
- The inspection will be rescheduled if anyone at the site is sick or appears to show signs of being sick upon the inspector's arrival.
- Customers who have concerns about any entry into their home may request cancellation of the inspection without penalty.
- At the discretion of the inspector and with the contractor's agreement, inspections may be conducted using photography and videotelephony solutions (e.g. FaceTime).
- Meetings inside construction trailers will be prohibited.
- Inspector's shall avoid contact with any shared items on the job site, such as tools and the construction plan sets.
- Excellent hygiene practices, such as hand washing and no hand shaking, will be implemented.
- Emergencies will supersede all previously scheduled appointments and inspections. Scheduled work may be cancelled at any time by the City.
- City staffing shortages due to illness or other means could suspend all work.
- Safety protocols shall be followed when performing all inspection types. **Inspections will be canceled if the contractor is not performing the safety protocols.**