

250 FRANK H. OGAWA PLAZA, SUITE 2340 • OAKLAND, CALIFORNIA 94612-2031 Department of Planning & Building (510) 238-3891 Bureau of Building TDD (510) 238-3254

<u>Issuance Guideline for Plans Required from Digital Sources for City</u> <u>Project Site Inspections</u>

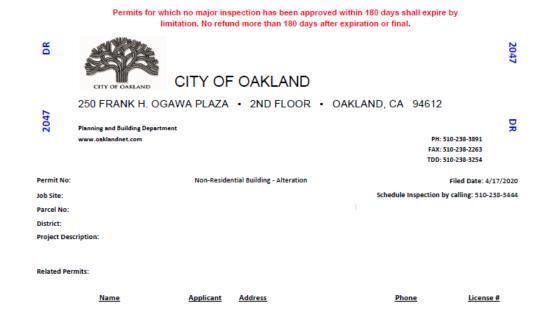
This document provides you the general guidelines on how to prepare your digital plans for the job site prior to your Building Inspections. If these guidelines are followed, this will speed up the process of your inspection.

A password is required, which will be provided to you by counter staff.

It is your responsibility to have your documents printed in <u>FULL</u> color at the job site prior to inspections.

You are required to **PRINT** the below items:

- ✓ Approved Building Plans to A STANDARD SCALE in FULL color
- ✓ Supporting Documents (Structural Calculations, Title 24's, etc) IF applicable
- ✓ Job Card
 - IF job card did not arrive in the mail by inspection date, please print the digital copy.
 - o For REVISIONS, this does not apply to you
- ✓ Permit Issuance Report (see below for example)



FAILURE TO FOLLOW GUIDELINES, SHALL RESULT IN THE FOLLOWING:

- Inspection will be CANCELLED
- Inspection Fee will be charged for that day (non-refundable)
- o Additional Inspection Fee will be charged for next inspection