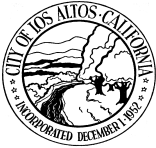


CITY OF LOS ALTOS



**BUILDING INSPECTION
DIVISION**

Because cellular phones often have interruptions in the transmitting of information, they have been found to be unreliable when using the automated system. To prevent problems with your scheduling it is recommended that you use a hardwired touch-tone telephone.



**Automated
Inspection Request
System**

The City of Los Altos is a combination jurisdiction. All rough inspections (framing/electrical/plumbing/mechanical) shall be completed and ready for requested inspections at the same time. No partial inspections performed. No phased work.



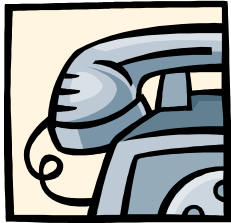
**City of Los Altos
Building Division**

1 N. San Antonio Road
Los Altos, CA 94022
Phone (650) 947-2752
Fax (650) 947-2734

**Inspection Line
(650) 947-2754**

**Building Division Line
(650) 947-2752**

USING THE AUTOMATED RESPONSE SYSTEM



CALL (650) 947-2754

Select from the following options:

1. Operating Hours
2. Schedule an Inspection
3. Time of an Inspection
4. Cancel an Inspection
5. To Repeat Options

Cut off time for scheduling an inspection is **3:00 P.M.** the day prior to the inspection.

Next Day Inspections are **NOT** guaranteed.

TO SCHEDULE AN INSPECTION:

- Press 2 from the main menu

Automated System will ask a series of questions. **Leave requested information after the beep.** Any information left prior to the beep is not recorded.

Please speak clearly

- Leave your preferred day or date of inspection. Inspections can be set up days or weeks in advance. Press # to continue to next question.
- Request AM or PM. Press # to continue. (Note: Morning and afternoon inspections cannot be guaranteed)
- Leave project address. Press # to continue.
- Leave telephone number. Press # to continue.

- Leave permit number. Press # to continue.
- Specify type of inspection and press #. This ends the inspection request process. You may hang up at this time.

Note: If all the required information is not provided, your inspection may not be scheduled.

TO CHECK TIME OF INSPECTION:

- Press 3 from main menu.
- You may confirm your inspection for the following day by calling the inspection line after 5:30 p.m. the day prior.

TO CANCEL AN INSPECTION:

- Press option 4 from main menu.
- Cancellations must be called in no later than 9:00 a.m. on the scheduled inspection date.

A re-inspection fee may be charged if cancellation is made after the cut-off time or if project is not ready for inspection.