



250 FRANK H. OGAWA PLAZA, SUITE 2340 • OAKLAND, CALIFORNIA 94612-2031
Department of Planning & Building
Bureau of Building

(510) 238-3891
TDD (510) 238-3254

Issuance Guideline for Plans Required from Digital Sources for City Project Site Inspections

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 FULL 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.**
 - For REVISIONS, this does not apply to you
- ✓ Permit Issuance Report (see below for example)

Permits for which no major inspection has been approved within 180 days shall expire by limitation. No refund more than 180 days after expiration or final.

DR

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CITY OF OAKLAND

250 FRANK H. OGAWA PLAZA • 2ND FLOOR • OAKLAND, CA 94612

Planning and Building Department
www.oaklandnet.com

PH: 510-238-3891
FAX: 510-238-2263
TDD: 510-238-3254

Permit No:

Job Site:

Parcel No:

District:

Project Description:

Related Permits:

Non-Residential Building - Alteration

Filed Date: 4/17/2020

Schedule Inspection by calling: 510-238-3444

<u>Name</u>	<u>Applicant</u>	<u>Address</u>	<u>Phone</u>	<u>License #</u>

FAILURE TO FOLLOW GUIDELINES, SHALL RESULT IN THE FOLLOWING:

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