

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	150	TEMPORARY ELECTRICAL
105	PIERS	151	UFER GROUND
		152	ELECTRICAL SERVICE
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		
112	UNDER FLOOR FRAME		
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
119	EXTERIOR SHEAR	170	TEMPORARY GAS METER
120	ROOF NAIL	171	FINAL GAS METER
121	ROUGH PLUMBING		
122	ROUGH ELECTRICAL	172	DEMOLITION
123	ROUGH MECHANICAL	175	ACCESSIBILITY
124	ROUGH FRAME		
125	OTHER FRAME	179	SPECIAL INSPECTION
126	REROOF	180	OTHER MISC
		181	FINAL ELECTRICAL METER
130	LATH		
131	INSULATION	183	INDUSTRIAL WASTE
134	INTERIOR SHEAR	184	PUBLIC WORKS
135	DRYWALL		
136	GAS TEST	185	FIRE ALARM
137	SHOWERPAN TEST	186	FIRE SPRINKLER
138	UNDERGROUND GAS LINE	187	FIRE DEPARTMENT
139	WATER HEATER		
140	SOLAR PLUMBING		
141	SEPTIC TANK ABANDON		
142	OTHER PLUMBING	189	FINAL BUILDING
		190	FINAL ELECTRICAL
143	MOBILE HOME SETUP	191	FINAL PLUMBING
		192	FINAL MECHANICAL
		193	TEMP CERT OF OCC
400	UNDERFLOOR COMBINATION (109, 110, 111, 112)	194	CERT OF OCC
401	CLOSE-IN COMBINATION (121, 122, 123, 124)	195	PERMIT FINAL
		198	FINAL GRADING
		201	POOL FINAL

CITY OF SANTA ROSA

AUTOMATED BUILDING

INSPECTION REQUEST SYSTEM



SELECTRON

(707) 543-3006

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.

We recommend you do NOT use a cell phone when accessing Selectron. Many cell phones do not have sufficient signal strength to communicate properly with this system. 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 next working day inspections. Because of the area our inspectors must cover each day, there is no guarantee that “a.m.” or “p.m.” requests can be honored.

SELECTRON schedules inspection requests for the next five business days.

REQUESTING AN INSPECTION

(Listen while “**SELECTRON**” repeats your entries back to you. 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 for the next business day, 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.
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 11:59 p.m. on the previous day. Inspections can be requested on weekends and holidays for the next working day. Any inspections requested after 11:59 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, call the office at (707) 543-3200, and select option 1 between the hours of 7:30 and 8:30 a.m.

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 for the following work day by calling (707) 543-3200 (between 8:00 a.m. and 4:30 p.m.), or faxing an inspection request to (707) 543-3219 by 4:30 p.m. for inspections on the next business day. The City is closed on alternate Fridays beginning Friday, February 27, 2009. Inspections cannot be scheduled on those Fridays the offices are closed. Inspections will be automatically scheduled for the next business day.

PLEASE BE ADVISED THAT INSPECTIONS MAY ROLL TO ANOTHER DAY IF THE INSPECTOR’S CALENDAR IS FULL. BE SURE TO CALL THE AREA INSPECTOR THE MORNING OF THE SCHEDULED INSPECTION TO CONFIRM THE TIME FRAME OF THE SCHEDULED INSPECTION.

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105	PIERS		
		151	UFER GROUND
107	STRUCTURAL SLAB	152	ELECTRICAL SERVICE
108	CONCRETE MASONRY UNITS	153	UNDERGROUND CONDUIT
109	UNDER FLOOR/SLAB PLUMB	154	ABOVE T-BAR GRID
110	UNDER FLOOR/SLAB ELEC	160	SOLAR PANELS BUILD
111	UNDER FLOOR/SLAB MECH	161	ELECTRICAL SIGN
112	UNDER FLOOR FRAME	162	OTHER ELECTRICAL
113	SEWER LINE	166	A/C COMPRESSOR
114	WATER LINE	167	FURNACE INSTALLATION
115	SUBGRADE PLUMBING	168	COMMERCIAL HOOD
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135	DRYWALL		
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136	GAS TEST	191	FINAL PLUMBING
137	SHOWERPAN TEST	192	FINAL MECHANICAL
138	UNDERGROUND GAS LINE	193	TEMP CERT OF OCC
139	WATER HEATER	194	CERT OF OCC
140	SOLAR PLUMBING	195	PERMIT FINAL
141	SEPTIC TANK ABANDON	198	FINAL GRADING
142	OTHER PLUMBING	201	POOL FINAL
143	MOBILE HOME SETUP		

VelocityHall Online

Building Inspection Request System



PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
BUILDING DIVISION
100 SANTA ROSA AVENUE, ROOM 3
SANTA ROSA CA 95404

(707) 543-3200
<http://srcity.org>

OVERVIEW

VelocityHall is an on-line system that allows customers to use the internet to schedule and cancel building permit inspections.

VelocityHall is available seven days a week to request next working day inspections. The cut-off time for a next-day inspection is 11:59 p.m.

Because of the area our inspectors must cover each day, there is no guarantee that “a.m.” or “p.m.” requests can be honored.

HOW TO REQUEST AN INSPECTION

- Go to <http://srcity.org>
- On the right side of the page, find the ‘I Would Like To’ heading
- Select ‘On-Line Permitting System’ from the drop down menu. This goes directly to the home page for Accela Citizen Access portal.
- Log in to the portal. Select ‘Schedule’ from the green tab
- Select Building Inspection from the drop down menu
- You must be affiliated with the Permit Number or Address for which you request the inspection
- Click Search
- Select ‘Schedule’ next to specific inspection(s) needed
- Parcel Data will come up – verify it.
- Appointment request will come up under Parcel Data – Select ‘morning’ or ‘afternoon’ with drop-down menu.
- Type comments if needed
- Click ‘submit’ when done
- Appointment Confirmation will come up
- If you are finished requesting inspections, click ‘Home’ at the top of the screen
- Click ‘logout’ on right side of screen

CANCELING AN INSPECTION

Online inspection cancellations must be requested prior to the cutoff time of 11:59 p.m. the day before the inspection. Inspections requested for work which is not ready may result in the imposition of re-inspection fees. Canceling an inspection is the same as scheduling except that you select “Cancel” inspection instead of “Schedule” inspection.

If you must cancel an inspection request after the cutoff time, call the Building Division at (707) 543-3200 between 7:30 a.m. - 8:30 a.m. on inspection day.

IF CITIZEN ACCESS IS DOWN

When the computer is not in service, you may schedule inspections by calling the Automated System at (707) 543-3006, the Building Division at (707) 543-3200 between 8:00 a.m. and 4:30 p.m. for inspections the following day, or you may fax inspection requests to (707) 543-3219 by 4:30 p.m. for inspections the following day. The City is closed on alternate Fridays beginning Friday, February 27, 2009. Inspections cannot be scheduled on those Fridays the offices are closed. Inspections will automatically be scheduled for the following Monday.

PLEASE BE ADVISED THAT INSPECTIONS MAY ROLL TO ANOTHER DAY IF THE INSPECTOR’S CALENDAR IS FULL. BE SURE TO CALL THE AREA INSPECTOR THE MORNING OF THE SCHEDULED INSPECTION TO CONFIRM THE TIME FRAME OF THE INSPECTION.

