



COMMUNITY DEVELOPMENT DEPARTMENT  
 BUILDING DIVISION  
 420 LITHO ST SAUSALITO CA 94965  
 TEL: 415-289-4128 FAX: 415-339-2256

# INSPECTION REQUEST

To schedule an inspection, please call 415-289-4100, Ext. 811 and leave the following information in the order below. *To schedule an inspection for sewer laterals, please send an email to Pat Guasco at [pguasco@ci.sausalito.ca.us](mailto:pguasco@ci.sausalito.ca.us).*

- DAY & DATE OF INSPECTION
- BUILDING PERMIT NUMBER
- SITE ADDRESS
- PREFERENCE MORNING (AM) OR AFTERNOON (PM)
- TYPE OF INSPECTION
- CONTACT NAME
- CONTACT PHONE NUMBER

- ◆ The Inspection Request line is a 24-hour / 7-day message line.
- ◆ Please leave your inspection request one day prior to your inspection day.
- ◆ You will not receive a confirming phone call.
- ◆ If your request is received after 7:30 am, your inspection will automatically be scheduled for the next inspection day. Inspection days are every Monday, Wednesday and Thursday that we are open for business.
- ◆ A responsible party is required to be on-site during inspection.

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INSPECTION DAYS & HOURS:	Monday, Wednesday & Thursday	9:00 am - Noon 1:00 pm - 4:00 pm
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COUNTER HOURS:	Monday through Thursday	8:00 am - 4:30 pm
	Friday	8:00 am - Noon

<b>INSPECTOR'S OFFICE</b> HOURS:	Tuesday	8:00 am - 4:30 pm
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CONSTRUCTION HOURS:	Monday through Friday	8:00 am - 6:00 pm
	Saturday	9:00 am - 5:00 pm
	Sunday	<i>WORK PROHIBITED</i>
	City Holidays ( <i>not including Sundays</i> )	9:00 am - 7:00 pm

*Pursuant to Sausalito Municipal Code Section 12.16.140, it is unlawful within a residential zone or within a radius of 500 feet from a residential zone to operate construction equipment or to perform any construction or repair work on buildings, structures, or projects or to operate any pile driver, power shovel, pneumatic hammer, derrick, power hoist, or any other construction-type device during any hours other than those listed above.*

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HOLIDAYS:	New Years Day	<b>Martin Luther King Jr's Birthday</b>
	<b>Presidents' Day</b>	Memorial Day
	Independence Day	Labor Day
	Thanksgiving	Day after Thanksgiving Day
	Christmas Eve Day	Christmas Day