

October 2022

Presidio Trust Permitting Office

Inspection Requests - Upon completion of the work or portion thereof, the contractor shall submit an **inspection request form**. This will signify to the Presidio Trust and the Inspector that the work has been completed and is ready for inspection.

- a. All inspection requests **MUST** be submitted on the Presidio Trust's inspection form, filled out completely with the correct inspection title and nomenclature. (Inspection title and nomenclature will be provided). ***The requests must be specific, and identify the nature of the inspection as well as the location of the inspection. Refer to the IBC for inspection intervals. Contractor must also provide correct job site contact information (cell phone etc.) for the contact person on the request form.***
- b. The inspection request must be submitted a **minimum of 48 hours** in advance of the inspection date requested.

Request Distribution - The inspection request shall be distributed via email in a Word document format to the appropriate inspecting firm, or parties, and copied to the Presidio Trust.

- c. The email requests shall include on the subject title; the inspection title and nomenclature of the specific inspection.

Scheduling - Upon receipt of the inspection request, the inspector is responsible for coordinating the inspection with the construction superintendent in charge of the requested work.

Inspections - Upon completion of an inspection, the inspector shall notify the construction superintendent if the work is acceptable or if there are any deficiencies. The inspector has **24 hours** to write up his/her findings using the inspection request form and send an electronic PDF copy to the construction superintendent, the Presidio Trust, and others as defined by the Permitting Office.

- d. The inspection report shall indicate if the work is acceptable and complies with the contract documents in order for the contractor to proceed with the work in that area.

- e. The report shall also indicate if any deficiencies were found and if a re-inspection is required. It is the contractor's responsibility to submit for another inspection when the deficiencies have been corrected. The inspection request shall indicate on the form that it is for previously viewed work; the number should stay the same but followed by a, b, c, etc.

Tracking - The subcontractor(s) requesting the inspection as well as the inspecting party/parties shall be responsible for retaining a copy of the inspection reports. The Inspection Reports will periodically be distributed by the inspection firm to the contractor. It will be the contractor's responsibility to ensure that all subcontractors receive copies of the logs in order to stay current on inspection issue resolution. It will also be the contractor's responsibility to have all deficiencies corrected and signed off by the appropriate inspecting party, or parties. ***A Certificate of Occupancy cannot be issued until all deficiencies have been resolved and signed off by the inspectors.***

CONTACT INFORMATION

Regular office hours are **T/TH 9-11am**. Otherwise, an appointment is required.

The Permitting Office is located at **103 Montgomery St. 3rd Floor SF Presidio, CA 94129**.

Self-served drop-off and pick-up Box located on 103 Montgomery Presidio back porch.

Permitting Manager/Code Official: **Mike McGill**

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