



Scheduling Inspections

- You need to sign and return your permit card to us before you can schedule an inspection.
- A paper copy of the Job Card and the complete, in-color, stamped approved construction plan set needs to be on the project site.
- Engineering, Fire and Planning inspections can't be scheduled online.

To Schedule:

- Engineering inspection: 408-730-7415
- Fire inspection: fireinspections@sunnyvale.ca.gov
- Planning Site inspection: 408-730-7440, ask for your project planner

Building Permit -To schedule an inspection for the first time on a Building Permit:

- Log into your account.
- Go to your Dashboard and then click on your Active Permit tile.
- Select the desired Permit Number.
- Click the Inspections button, located in the middle of the screen.
- Check the box for Building-Regular and select the blue Request Inspection button.
- Enter the date you would like your inspection.
- Enter a description of the inspection requested.
- Check all of the boxes that apply for what you would like inspected.
- Enter inspector's site contact, the name of the person who will be on-site.
- Enter the phone number of the inspector's site contact.
- Submit.

Minor Building Permit - To schedule an inspection for the first time on a Minor Building Permit:

- Log into your account.
- Go to your Dashboard and then click on your Active Permit tile.
- Select the desired Permit Number.

- In the Available Actions box, click on the Request button next to “Building-Regular.”
- Enter the date you would like your inspection.
- Enter a description of the inspection requested.
- Check all of the boxes that apply for what you would like inspected.
- Enter inspector’s site contact, the name of the person who will be on-site.
- Enter the phone number of the inspector’s site contact.
- Submit.

You will see a confirmation notice that your inspection request was successfully submitted.

To schedule subsequent inspections:

- Log into your account.
- Go to your Dashboard and then click on your Active Permit tile.
- Select the desired Permit Number.
- Click the Inspections button located in the middle of the screen. Check the box for Building-Regular and select the blue Request Inspection button.
- Enter the date you would like your inspection.
- Enter a description of the inspection requested.
- Check all of the boxes that apply for what you would like inspected.
- Enter inspector’s site contact, the name of the person who will be on-site.
- Enter the phone number of the inspector’s site contact.
- Submit.
- Repeat these steps if you want to schedule inspections for several days in a row.
- Under Optional Inspections, select Building-Regular. You need to create a separate inspection for each day.

You will see a confirmation notice that your inspection request was successfully submitted.

You can't schedule a Final Inspection until all other inspections are complete. The steps for scheduling a Final inspection are the same.

Next Steps

The morning of the inspection, the inspector will call the site contact. The inspector will provide a two-hour window for the inspection. Make sure the contact person will be on-site for the entire two-hour window. You can view the inspection results and comments in your account.

Sunnyvale.ca.gov/PermitCenter
408-730-7444