

INSPECTION SERVICES
Department of Building Inspection
1660 Mission Street, 3rd Floor
COUNTER HOURS

➤ **INSPECTOR CONSULTATION**

- 7:30 AM to 8:30 AM
- 3:00 PM to 4:00 PM

➤ **CASH REGISTER CLOSE AT 4:00 PM**

- Homeowner's Permit
- Off-Hour (Overtime) Inspection
- Entertainment / Massage (Fee and Scheduling)
- Permit Extension
- Pre-Application Inspection / Survey
- Re-Inspection (BID)
- Temporary Certificate of Occupancy (TCO)
- Shower Pan Permit (B Contractor)
- Boiler Certificate (PTO with Credit Card payment)

➤ **CLOSE AT 5:00 PM**

- Inspection Scheduling
- Duplicate Job Card
- Permit Renewals
- EID Solar Photovoltaic (PV) Systems - Plan Review Only
- Boiler Certificate (PTO with check payment)

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THE COUNTER FUNCTIONS CLOSE AT 4:00 PM

- **HOMEOWNER'S PERMIT**
- **OFF-HOUR (Overtime) INSPECTIONS**
- **ENTERTAINMENT / MASSAGE (Fees and Scheduling)**
- **PERMIT EXTENSIONS**
- **PRE-APPLICATION INSPECTIONS / SURVEY**
- **RE-INSPECTION (BID)**
- **TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**
- **SHOWER PAN PERMIT (B Contractor)**
- **BOILER CERTIFICATE (PTO with credit card payment)**

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THE COUNTER FUNCTIONS CLOSE AT 5:00 PM

- **INSPECTION SCHEDULING**
- **DUPLICATE JOB CARD**
- **PERMIT RENEWALS**
- **EID SOLAR PHOTOVOLTAIC (PV) Systems -
Plan Review Only**
- **BOILER CERTIFICATE (PTO with check
payment)**