

Citizen Access Portal (CAP)

The Danville CAP* enables registered users to gain 24-hour access to, the status of permits and to schedule inspections.

Go to www.danville.ca.gov/cap to download instructions on how to register and/or to request inspections on-line.

**Internet Explorer browser is recommended for full website functionality.*

Inspection Codes

	<u>Building</u>		<u>Plumbing</u>
101	Piers	601	Water Heater
102	Forms	602	Rough Plumb
103	Grade beam	603	Gas Test
104	Slab	604	Underground
301	Hold Downs	605	Underground Ground Gas
105	Block Wall		<u>Shower/Tub</u>
318	Underfloor	606	Interior lath
319	Underfloor Insulation	607	Tile Backer
302	Shear Exterior	608	Pan
303	Shear Interior		
304	Roof/Deck Nail		<u>Demo</u>
305	Roof Truss	110	Pre Demo
306	Floor Truss		
310	Frame		<u>Grading</u>
317	Fire Protection	320	Rough Grading
106	Retaining Wall	321	Final Grading
307	Flashing	322	Erosion Control
316	Rated Assembly	324	Stormwater
311	Frame Insulation		<u>Fireplace</u>
312	Ceiling Insulation	701	Footings
315	Suspended Ceiling	702	Damper
313	Drywall	703	Gas
314	Siding	704	Spark Arrestor
309	Exterior Lath	705	Reinforcement
308	Roof/Tear Off		<u>Pool/Spa</u>
323	Information/Misc.	201	Pregunite
	<u>Electrical</u>	202	Predeck
401	Service	203	Preplaster
402	Subpanel	204	Fence/Latch/Alarm
403	Temporary Pole	205	Electrical
404	Rough Electric	206	Plumbing
405	UFER Ground	207	Gas Test
406	Underground	208	Demo
	<u>Mechanical</u>		<u>Final</u>
501	Furnace		Engineering
502	A/C	901	Fire 925-838-6600
503	Ducts	*	Health 925-692-2500
504	Fire Damper	*	CCC Sanitary District 925-228-9500
505	Commercial Hood	*	Planning
506	Rough Mechanical	904	Building Final
507	Exhaust	905	



Building Inspection Quick Reference Guide

To request an inspection:

Call (925) 314-3333

or visit

www.danville.ca.gov/CAP

Please request before 3pm for next business day inspections. Inspections may be scheduled up to 5 days in advance.

**510 La Gonda Way
Danville, CA 94526**

**Building Mainline: (925) 314-3330
Inspector Line: (925) 314-3350
www.danville.ca.gov/building**

To Schedule an Inspection Online

Visit www.danville.ca.gov/CAP

Before Scheduling You Will Need

- Internet access
 - A Citizen Access Portal online account
1. Log in to your online account.
 2. Click on *View* → *My Permits*.
 3. Select your project's permit number (the blue hyperlink) from the list of available permits.
 4. Select the gray oval labeled *Inspections*, located in the center of the screen below the box that lists the permit type and status.
 5. Previously scheduled inspections and their status will be listed at the top of this page. Inspections that are available to request are displayed at the bottom of this page.
 6. In the *Request Inspections* table, check the checkbox in the *Action* column for each inspection you would like to request.
 7. Select the blue *Request Inspection* button at the bottom of the screen.
 8. Provide the preferred date and time of your inspection, contact name and phone number, and click *Submit*.
 9. A confirmation page with a green checkmark will indicate that your request has been successfully submitted.

To Schedule an Inspection Via Phone

Call (925)314-3333

Before Calling You Will Need

- A touch-tone telephone
 - Your project's PIN number (on the top right corner of the inspection card)
 - An Inspection Code. A list of available codes is on the back of this brochure.
1. When prompted enter your PIN. The system will confirm your permit number and site address.
 2. Press [3] to Schedule a new inspection.
 3. Enter your inspection code. The system will list all available inspection codes. If you know your code, you may enter it at any time (list of codes on back).
 4. Choose from available dates. You can schedule up to five days in advance. Inspections must be requested by **3pm** the business day prior to your preferred inspection date.
 5. Press [1] for AM or Press [2] for PM inspection preference.
 6. The system will repeat the following information: Inspection Type, Date, and Time. Press [1] for Yes and [2] for No.
 7. Enter a 10-digit call back number.
 8. **Wait to receive a confirmation code to verify your inspection is scheduled. We recommend that you keep this number in case it is needed for future reference.**

You may request multiple inspections during each call.

Inspection Schedule

A Building Inspection Schedule is available online after 5pm for the following day's inspections. This schedule will give you the 2 hour window assigned to each inspection.

1. Go to www.danville.ca.gov/CAP
2. Click on *Today's Inspections*
3. Verify that the date listed at the top of the screen matches the date of your scheduled inspection and view your inspection time.

FAQ

For Online Requests:

- Online requests are only available to registered users. You must be logged in to your account to submit a request.
- If you cannot find your permit, it may not be linked to your account. Contact the building division at (925)314-3330 and a staff member can help you add a project to your account.

For Phone Requests:

- Your project's PIN number is available on the upper righthand corner of your inspection card.
- Calling from touchscreen devices can create accidental unwanted input. Place the call on speakerphone or call from a landline for best results.