

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.

Please note that your inspection request times are requests, not guarantees. Heavy workloads may result in change of your inspection time. It is highly recommended to verify your inspection time after 4:00 PM the day before your inspection at www.danville.ca.gov/cap.

**Google Chrome or MS Edge browser is recommended for full website functionality.*

Inspection Codes

Building

- 101 Piers
- 102 Forms
- 103 Grade Beam
- 104 Slab
- 105 Block Walls
- 106 Retaining Wall
- 107 Footings
- 301 Hold Downs
- 302 Shear Exterior
- 303 Shear Interior
- 304 Roof/Deck Nail
- 305 Roof Truss
- 306 Floor Truss
- 307 Flashing
- 309 Exterior Lath
- 310 Frame
- 311 Frame Insulation
- 312 Ceiling Insulation
- 313 Drywall
- 314 Siding
- 315 Suspended Ceiling
- 316 Rated Assembly
- 317 Fire Protection
- 318 Underfloor
- 319 Underfloor Insulation
- 323 Information/Misc.
- 325 Shaft Enclosure

Electrical

- 401 Electrical Service
- 402 Subpanel
- 403 Temporary Pole
- 404 Rough Electric
- 405 UFER Ground
- 406 Underground

Mechanical

- 501 Furnace
- 502 A/C
- 503 Ducts
- 504 Fire Damper
- 505 Commercial Hood
- 506 Rough Mechanical
- 507 Exhaust

Plumbing

- 601 Water Heater
- 602 Rough Plumb
- 603 Gas Test
- 604 Underground
- 605 Underground Ground Gas

Shower/Tub

- 606 Interior Lath
- 607 Tile Backer
- 608 Pan

Demo

- 110 Pre Demo

Grading

- 320 Rough Grading
- 321 Final Grading
- 322 Erosion Control
- 324 Stormwater

Fireplace

- 701 Footings
- 702 Damper
- 703 Gas
- 704 Spark Arrestor
- 705 Reinforcement

Pool/Spa

- 201 Pregunite
- 202 Predeck
- 203 Preplaster
- 204 Fence/Latch/Alarm
- 205 Electrical
- 206 Plumbing
- 207 Pool - Gas Test
- 208 Demo

Final

- 901 Engineering
- * Fire 925-838-6600
- * Health 925-692-2500
- * CCC Sanitary District 925-228-9500
- 904 Planning
- 905 BUILDING FINAL**



Building Inspection Quick Reference Guide

To request an inspection:

Call (925) 314-3333

or visit

www.danville.ca.gov/CAP

*Requests must be made before 3:00 P.M.
for next business day inspections.
Inspections may be scheduled up to 5
days in advance.*

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

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

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 *My Work* → *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

- 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.**

NOTE: You may request multiple inspections during each call.

Inspection Schedule

- A Building Inspection Schedule is available online after 4pm for the following business day's inspections. This schedule will give you a 2 hour window assigned to each inspection.
1. Go to www.danville.ca.gov/CAP
 2. Select *Today's Inspections*
 3. Verify that the date listed at the top of the screen matches the date of your scheduled inspection
 4. You can search for the address or permit number to view your inspection time.
 5. View the Estimated Start/End times and the Order (Stop #) of the inspection.

FAQ

- **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.
- Please verify that you are using the **correct time zone** on your device that you are verifying your inspection on.
- If **changes or cancellations** are needed to existing inspections - you must call 925-314-3330 or email building@danville.ca.gov prior to your scheduled inspection time.