



CITY OF INGLEWOOD

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

Building Safety Division

Christopher E. Jackson, Sr.
Director

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Building Official

BUILDING SAFETY INTERIM PROCEDURES DUE TO COVID-19

Except by appointment, City Hall is closed to the public until further notice in a proactive effort to help minimize the spread of COVID-19 and keep the community and City employees safe. Building Safety will continue with its operations via phone, email and online. Thank you for your patience as we work together to navigate these unprecedented times. Please read the following changes to our typical operational procedures.

PLAN CHECK

- 1) Plan Check Application: Building Plan Check application processing can be completed via email or regular mail. Please call Building Safety at (310) 412-5294 for specific details based on the type of submittal. Building Safety staff will review your application(s) and email you a payment invoice (it is critical that you provide an email address in the application, otherwise your application cannot be processed).
- 2) Expedited Plan Check: Normal Plan Check processing varies depending on the application. A typical application requires approximately eight (8) to ten (10) weeks to process the first Plan Check. The City offers Expedited Plan Check for an additional cost. Expedited Plan Checks performed by City Plan Check consultants will be coordinated directly with the consultants once the Expedited Plan Check fee has been paid. Please contact Building Safety for Fees.
- 3) Plan Check Fee Payment: Payment can be processed in-person at the City Cashier on the 1st floor (or) you may provide payment information for remote processing. You may contact the Finance Department at (310) 412-5500 for questions. Upon confirmation of payment we will provide you with the Plan Check number for the project.
- 4) Plan Submittal: Plans can either be mailed (see address below) or dropped off at the Building Safety Plans Drop-Off location outside the main entrance of City Hall. Plans can be dropped off Monday through Thursday, 8:00 a.m. to 5:00 p.m.
- 5) Plan Check Processing: The Plan Check Engineer or Building Permit Technician will contact you when the Plan Check is completed and email you the Correction List for your response.

PERMIT ISSUANCE

- 1) Approved Plans: Upon Plan Check approval, Building Safety staff will assist you in completing the appropriate sections of the Permit application(s) (Building, Mechanical, Electrical and Plumbing). Building Safety staff will review your application(s) and email you a payment invoice (it is critical that you provide an email address in the application, otherwise your application cannot be processed).

- 2) Permit Fee Payment: Payment can be processed in-person at the City Cashier on the 1st floor or you may provide payment information for remote processing. You may contact the Finance Department at (310) 412-5500 for questions. Upon confirmation of payment we will email you a copy of your permit. All contractors are required to have a current City of Inglewood Business license division, for which you may contact the Finance Department at (310) 412-5500.
- 3) Approved Plan Pick-Up: One set of stamped plans will be available for pick-up at the Building Safety Pick-Up location at the 1st Floor Security Check-in desk Monday through Thursday, 8:00 a.m. to 5:00 p.m. A Cover Sheet will be included in the plans and marked ISSUED with the permit number and property address along with a copy of your Permit and Job Card. The Job Card must be posted on the job site.

OVER THE COUNTER PERMITS (NO PLANS REQUIRED)

- 1) Permit Application: Complete the appropriate Building Safety application(s) (Building, Mechanical, Electrical and Plumbing) for the work you are doing. Please call (310) 412-5294 and Building Safety staff will assist you in completing the appropriate sections of the Permit application(s). Building Safety staff will review your application(s) and email you a payment invoice (it is critical that you provide an email address in the application, otherwise your application cannot be processed).
- 2) Permit Fee Payment: Payments can be processed in-person at the City Cashier on the 1st floor or you may provide payment information for remote processing. You may contact the Finance Department at (310) 412-5500 for questions. Upon confirmation of payment we will email you a copy of your Permit and Job Card. The Job Card must be posted on the job site.

BUILDING SAFETY INSPECTIONS

- 1) Inspections: Building Safety Inspections will be provided via appointments. Inspectors will practice social distancing and may determine to conduct certain inspections virtually via Facetime, video or photos. Building Inspector will determine if the inspection is considered safe in order to perform their duties. Inspection may be performed in an alternate manner or postponed to a later date.
- 2) Inspection Request Hotline: You can call (310) 412-4248 between the hours of 7:30 a.m. and 5:00 p.m., Monday through Thursday, and every other Friday. Please attempt to speak with a live attendant. If you must leave a voicemail for an inspection request, Building Safety staff will call you back to confirm your appointment. If you do not receive a return call, your appointment has not been confirmed. Inspection request can only be made two (2) working days after a permit is issued.
- 3) Inspector's Office hours: Call (310) 412-5294. Monday through Thursday 7:00 a.m. – 8:00 a.m. and 4:00 p.m. – 5:00 p.m. and every other Friday 7:00 a.m. - 8:00 a.m. and 3:00 - 4:00 p.m.

REPORT OF BUILDING RECORDS AND CODE VIOLATIONS (PRESALE) APPLICATIONS

- 1) **Application Access:** The Presale application can be downloaded from the City's website at: <https://www.cityofinglewood.org/DocumentCenter/View/151/Report-of-Building-Records-and-Code-Violations-PDF>
- 2) **Application Submittal:** A completed application can be mailed (see address below) or emailed to buildingsafety@cityofinglewood.org.
- 3) **Processing and Payment of Application:** Once your application is received, Building Safety staff will review it for completeness and prepare a payment invoice which will be emailed to you (it is critical that you provide an email address in the application, otherwise your application cannot be processed). If your application is deemed to be incomplete you will be contacted via email or phone. Payments can be processed in-person at the City Cashier on the 1st floor or you may provide payment information for remote processing. You may contact the Finance Department at (310) 412-5500 for questions.
- 4) **Processing Time:** Your application will be processed in approximately fifteen (15) days, however, there may be unforeseen delays due to COVID-19. The Presale report will not be released prior to payment confirmation. If you have any questions, please call Building Safety at (310) 412-5294.

Important Contact Information:

General Building Safety Division Phone:
(310) 412-5294

Inspection Request Hotline:
(310) 412-4248

Email:
buildingsafety@cityofinglewood.org

Mail:
City of Inglewood
Economic and Community Development Department
c/o Building Safety Division
One West Manchester Blvd., Suite 400
Inglewood, CA 90301

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