



# CITY OF INGLEWOOD

## ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

### Building Safety Division

Christopher E. Jackson, Sr.  
Director

Mandhir Singh  
Building Official

## **BUILDING SAFETY OVER THE COUNTER (OTC) PERMITS, PLAN CHECK SUBMITTAL, AND READY TO ISSUE (RTI) PERMITS PROCEDURE**

All Building Safety Permit submittals and issuances are done via in-person appointments at City Hall. Appointments are only made via the City's website. There are three (3) Building Safety appointment types: 1) Over the Counter (OTC), 2) Plan Check Submittal and 3) Ready to Issue (RTI). Appointments are made for Monday through Thursday from 8:30 a.m. to 11:50 a.m., in half hour increments, with the last appointment at 11:50 a.m. for Over-the-Counter (OTC) permits only. All pertinent information as to which of the three appointments is applicable to you, and the documents that you need to bring with you is provided on our online appointment portal.

To make your appointment: [CLICK HERE](#)

### **IMPORTANT CONTACT INFORMATION**

Building Safety Division Phone: (310) 412-5294

Building Safety Applications/Forms: [CLICK HERE](#)

Building Safety Inspection Request: [CLICK HERE](#)

Inspection General Questions Line (Not for Inspection Requests): (310) 412-4248

Email:

[buildingsafety@cityofinglewood.org](mailto:buildingsafety@cityofinglewood.org)

Mail:

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