



## Permit Center Hours & Inspection Scheduling

The Town of Atherton Permit Center is open from 8:00 am to 11:00 am and 1:00 pm to 4:00 pm. Consulting on general building issues and permit applications will be accepted between these hours. Planning issues can be addressed on Tuesdays and Thursdays from 8:00 am to 11:00 am and 1:00 pm to 4:00 pm.

<u>Building Department</u>	Main Number	752-0560
<u>Planning Department</u>	Main Number	752-0560
<u>Public Works Department</u>	Main Number	752-0570
<u>Building Department Fax</u>		614-1224

### Inspection Guidelines

To schedule an inspection, please call (650) 752-0560. Please provide the following information:

1. Permit Number
2. Job Site Address
3. Description of Inspection Request
4. Name of Person Requesting Inspection
5. Job Site Phone Number, or Cell Phone Number

**\*\*\*There must be someone present on the job site during the inspection with the approved job plans and job card.\*\*\***

**Lead Time:** Call at least 48 hours in advance (2 working days) and we will try to accommodate you. You will receive your requested inspection unless otherwise notified.

**Inspection Hours:** Morning inspections are usually between 9:00 am and 12 noon, with afternoon inspections beginning at 1:00 pm until approximately 4:30 pm. On the morning of your scheduled inspection, please call the *Daily Inspection Listing Number: 752-0561* after 8:30 am. The daily inspections are listed in geographical order, by address. If you are on the inspection list you will receive your inspection unless otherwise notified.

**Cancellations:** If you must cancel an inspection, please do so **no later than 8:30 am** on the day of your inspection.

**Re-inspections:** Fees will be assessed for scheduled inspections that are not ready when the Building Inspector arrives on the job site. A minimum of \$100.00 must be paid in full prior to the scheduling of your next inspection.

**Final Inspections:** Many Building Permits also require a sign off on Landscape Screening and Grading & Drainage, as well as a sign off from Menlo Park Fire, before the actual Building Permit may receive a Final Inspection.