

# BUILDING INSPECTION DESKTOP PROCEDURES

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# **BUILDING INSPECTION DESKTOP PROCEDURES TABLE OF CONTENTS**

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PHONE LIST

&

WORK  
SCHEDULES

# Building Inspection Phone List

(revised 3/2/20)

Name	Title	Desk #	Cell #	Flex Day
Satinder Verma	Manager	(714) 667-4975	(714) 673-0157	Non-Payday Friday
Nickelson Ballon	Staff Specialist	(714) 967-0822	(714) 483-1068	Non-Payday Friday
Renée Chinchilla	Staff Assistant	(714) 245-4530	(714) 667-8820 (Inspection Hotline)	Payday Friday
North County Inspection				
Larry Jeffery	Supv. Building Insp.	(714) 667-9637	(714) 932-8680	Payday Friday
Eric Clark	Building Inspector IV	(714) 245-4506	(714) 559-0992	Payday Friday
Jeffrey Gannaway	Building Inspector IV	(714) 955-0356	(714) 920-2608	Payday Monday
Caesar Luis Romero	Building Inspector IV	(714) 245-4522	(714) 559-2600	Non-Payday Friday
Tam Trac	Building Inspector IV		(714) 673-2687	Non-Payday Monday
South County Inspection				
Jeff McIver	Supv. Building Insp.	(714) 667-4912	(714) 656-6726	Non-Payday Monday
Andrew Valle	Building Inspector IV		(714) 448-6398	Payday Friday
Gracia Prado	Building Inspector II		(714) 392-4445	
Jayne Ahlo	Building Inspector IV		(949) 838-5950	
Harold Brooks	Building Inspector IV		(714) 932-8663	
Steve Skeffington	Contractor Building Inspector		(949) 228-1261	

Front Lobby: 78800  
Mail Room: 79768

Hadi Cell: (714) 404-3761  
Customer Care: (714) 667-8888

Code Enf: (714) 667-8853  
Fax: (714) 667-7580



# POLICY & PROCEDURES



## Policy

<b>Subject:</b>	4.2.301 – Building Inspection
<b>Authority:</b>	OC Public Works Assistant Director/ Signature:
<b>Approval Date:</b>	10/28/05
<b>Revision Date(s)</b>	02/2/20
	Version 2.0

### I. PURPOSE

To establish guidelines for building inspections to ensure accuracy and consistency.

### II. REFERENCES

The following [underlined](#) references are hyperlinked:

- A. [Policy and Procedures No. 1.1.206 - Wireless Communication Devices](#)
- B. [Policy and Procedure No. 1.7.417 - Use of County Time and Facilities](#)
- C. [Policy and Procedure No. 4.2.302 - Building Inspection Administration](#)
- D. Inspection Procedure Manual

### III. DEFINITIONS

- A. No time inspection - An inspection request that was not performed on the day requested due to time constraints and has top priority the next work day.
- B. "OK to wrap" - Continue working and cover/weather proof the outside of a structure

### IV. POLICY

Building inspectors are mandated by law to inspect Structures, Plumbing, Mechanical and Electrical systems for life safety and code compliance. Inspectors shall perform assigned duties with reasonable consistency and due diligence, while providing the highest level of customer service possible.



## Policy

### V. PROCEDURE

- A. Building inspection office and administration activities (See [Policy and Procedure No. 4.2.302 - Building Inspection Administration](#))
- B. Job Site Protocol
  - i. When stopping at a jobsite and returning to the car after leaving the jobsite, record the length of your inspection time.
  - ii. Contact the person in charge, if possible.
  - iii. If customer is not present and the approved plans and permit card are not on the jobsite, an attempt to contact the contractor or homeowner should be made by the inspector, prior to leaving a "Notice to Recall" Inspection.
  - iv. If jobsite is vacant, inspectors may enter the property to perform their inspection, provided gates are unlocked and in the inspector's best judgment, it is safe to enter (i.e. No dogs in entry area).
  - v. If no one is present but the approved plans and permit card are on the jobsite, complete the inspection if possible.
  - vi. Do not enter a residence if an adult, at least 18 years of age, is not present.
  - vii. Provide a correction notice, if you cannot perform the inspection due to inaccessibility.
- C. Communication
  - 1. Building Inspector (BI) Duties



## Policy

- a. Keep cell phones on and charged, at all times, for contact by Supervising Inspector and other coworkers.
- b. Notify the Supervising Inspector, by noon, if assistance is needed to complete his/her workload or his/her availability to support others is possible.
- c. If he/she is unable to contact the Supervising Inspector, call the office support or other inspectors with request or offering of assistance.
- d. If he/she is unable to complete an assigned inspection, notify the customer of the time constraints and that his/her inspection will receive priority the following work day. Notify Supervising Inspector of any communication issues that may have been encountered.
- e. If his/her assignment is completed early, call the Supervising Inspector, office support or other inspectors prior to returning to the office to offer his/her assistance.

### 2. Supervising Inspector Duties

- a. Supervising Inspector is to arrange for inspectors to take additional calls, should the inspection require field adjustments be made, in order to complete inspection demands.

## D. Inspections

### 1. Building Inspector Duties

- a. Check only those items specified by code and/or policy to be checked for each inspection.
- b. In the interest of customer service, if the customer requests additional inspections while on site, perform them, while making certain that any additional inspections are added to your inspection sheet, and input into Land Management System (LMS) with the other scheduled inspections. If other





## Policy

permit numbers are involved, make certain they are included for update entry as well.

- c. Either sign the job card as "Approved" OR provide a written correction notice.
- d. Verify all signatures, dates and approvals on applicable permits and job card, before authorizing the next progressive step in the inspection sequence.
- e. Do not give customers verbal approvals, corrections or OKs to continue work. All such instructions shall be in writing.
- f. Inspectors will have access to building codes and county ordinances.

### E. Inspection Conflicts

- 1. If there is a question regarding a previous correction or, partial approval, call the responsible inspector for clarification.
  - a. Do not draw any conclusions about the prior inspection (in question) until after speaking with the inspector.
  - b. Do not negate previous inspectors' approvals. Any contradictory opinion should be discussed with the Supervising Inspector.
  - c. Do not articulate, to the customer, your opinions about the abilities of other inspectors.
- 2. If the issue remains unresolved, or staff is unable to contact the responsible inspector, contact the Supervising Inspector for direction.

### E. Corrections

- 1. When scheduled for an inspection to verify previous corrections have been completed, the inspector shall ONLY make inspections for:
  - a. Called corrections
  - b. Life-safety violations



## Policy

2. Notify Supervising Inspector by phone prior to issuing corrections for life-safety violations, if observed during inspection for unrelated item(s).
3. Correction Notices
  - a. Record date and specify corrections to be made.
  - b. Specify if work may continue once correction has been made in writing, on correction notice: "Correct & Proceed" or "OK to wrap."
  - c. Specify the area or scope of work for which the "Correct & Proceed" notice applies.
  - d. Provide code section to customer if he/she challenges inspection correction.

### G. Partial Approvals

1. If partially approving an inspection, circle and note on the plans the area and extent of the partial approval and note "partial approval" on job card and in LMS (Land Management System).
2. If customer calls for the next sequential inspection, areas of partial approval must be completed. The inspector completing the final partial inspection for a specific inspection item, shall sign the inspection card and make the entry in LMA (Land Management System) "As Approved."
3. If customer requests partial approval to continue work, note on job card (or partial sheet if applicable) and permit OK to continue work, i.e. "OK to cover area noted on plans."

### H. Specific Inspections

1. Each individual inspection will be performed in compliance with the guidelines designated in the Inspection Procedure Manual.



## Policy

<b>Subject:</b>	4.2.302 – Building Inspection Administration
<b>Authority:</b>	OC Public Works Assistant Director/ Signature:
<b>Approval Date:</b>	10/28/05
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### III. DEFINITIONS

- A. No time inspection – An inspection request that was not performed on the day requested due to time constraints and has top priority the next work day.

### IV. POLICY

Administration and request processing are crucial to the effective operation of the building inspection function. Inspectors shall consistently perform assigned duties to provide the highest level of customer service. All inspectors are expected to properly manage their time in order to perform all inspections and other duties assigned

### V. PROCEDURE



## Policy

A. Guidelines for Building Inspection Field Activities (See [Policy and Procedure No. 4.2.301 - Building Inspection](#)).

B. Inspection Request Processing

1. Building Inspector duties

- a. Shall be in their vehicle, ready to work and report to their supervisor.
- b. Retrieve and respond to all voice messages and emails within one business day.
  - 1) Refer all customer complaints to the Supervising Inspector.
- c. Receive your daily inspection assignments from the Supervising Inspector. Any changes in the daily inspection assignments are to be authorized by the Supervising Inspector.
- d. Check notes in customer comment section of LMS (Land Management System for specific requests by the customer. If these requests cannot be honored, a reasonable attempt to notify the customer should be made.
- e. Update the run sheet in LMS.
- f. Leave for the field by 7:30 a.m. if possible.

2. Supervising Inspector

- a. Distribute runs based on:
  - 1) Availability of Inspector
  - 2) Geography
  - 3) Workload
- b. Scheduled no-time inspections from the previous day are to be completed by the assigned inspector first.
- c. Request for 965-Miscellaneous inspections
  - 1) Where there is ambiguity as to what is requested to be inspected, contact the customer to determine the scope of the inspection being requested.
  - 2) Assign to inspector completing inspections in that geographical area.



## Policy

### C. Inspection Results Processing

#### 1. Building Inspector duties

- a. No later than 30 minutes prior to the end of the work day, enter the results of the inspections in the LMS system.
  - 1) Add up travel and admin time and enter in LMS.
  - 2) Add up inspection time and enter in LMS.
  - 3) Enter correction notices and upload any other pertinent reports/information to attached files.
  - 4) Notify Supervising Inspector of any "No Time" Inspections.
  - 5) Verify correct information has been entered into each permit by reviewing your input information.
  - 6) Check voicemail and emails and return all phone calls and reply to emails (leave message if voice mail answers) as soon as possible.

### D. Field Preparation

#### 1. Building Inspector Duties

- a. Review your assignment and talk to Supervising Inspector if it appears unfeasible.
- b. Upload all assigned inspections to 'today's run sheet' and route in the most efficient way. Read notes and make all attempts to accommodate clients AM/PM requests and other special instructions.
- c. Research job history (review permits, previous inspections, corrections, and all pertinent project information). Ask previous inspectors if there are any questions with regards to previous correction notices and/or inspections
- d. Bring everything needed to conduct that day's inspections:
  - 1) County ID
  - 2) Business cards
  - 3) Inspection tools (measuring tape, etc.)



## Policy

2. Create a run sheet everyday.
3. Call Supervising Inspector or support staff by noon if assistance is probable.

### E. General Duties

1. Driver Safety
  - a. Obey all traffic laws
    - 1) Drive within the posted speed limit if it is safe to do so (Basic Speed Law), Drive Defensively.
  - b. Do not drive while attempting any other task (Eating, writing, phone, texting etc.)
  - c. Do not drive making calls on your cell phone unless by an approved Bluetooth or other approved hands free device.
  - d. Map Quest your inspection route sequentially. Do not alter the sequence without advising the Supervising Inspector or office support staff of your intent.
  - e. Be mindful of where you park at construction sites avoiding unnecessary damage to vehicle.
  - f. Secure all items in your vehicle in a safe manner before starting vehicle.
2. Lunch and break times
  - a. In no case shall rest periods be scheduled within one (1) hour of the beginning or the ending of a work shift or lunch period
  - b. All rest periods shall be taken in the area of assignments for that day's inspections.
3. Work Hours
  - a. 9-hour shift
    - 1) Inspectors starting at 6:30 a.m.
      - a) Leave for the field no later than 7:30 a.m. unless in training or staff meetings.
      - b) Return to your assigned parking location once your assignments are completed and your assistance to other inspectors is no longer required.



## Policy

- b. 8-hour shift
  - 1) Inspectors starting at 6:30 a.m.
    - a) Leave for the field no later than 7:30 a.m. unless in training or staff meetings.
    - b) Return to once your assignments are completed and your assistance to other inspectors is no longer required.

# LAND MANAGEMENT SYSTEM



## Log In

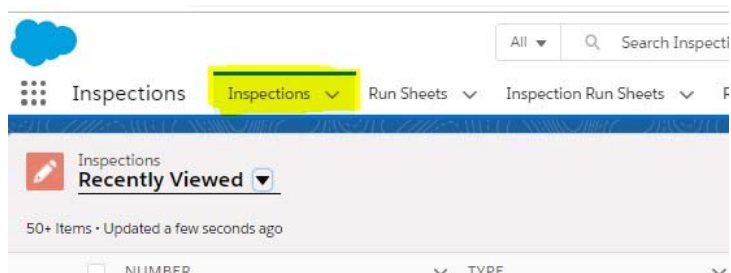
Website: <https://ocgov.my.salesforce.com/>

Username: [firstname.lastname@oc.prod](#)

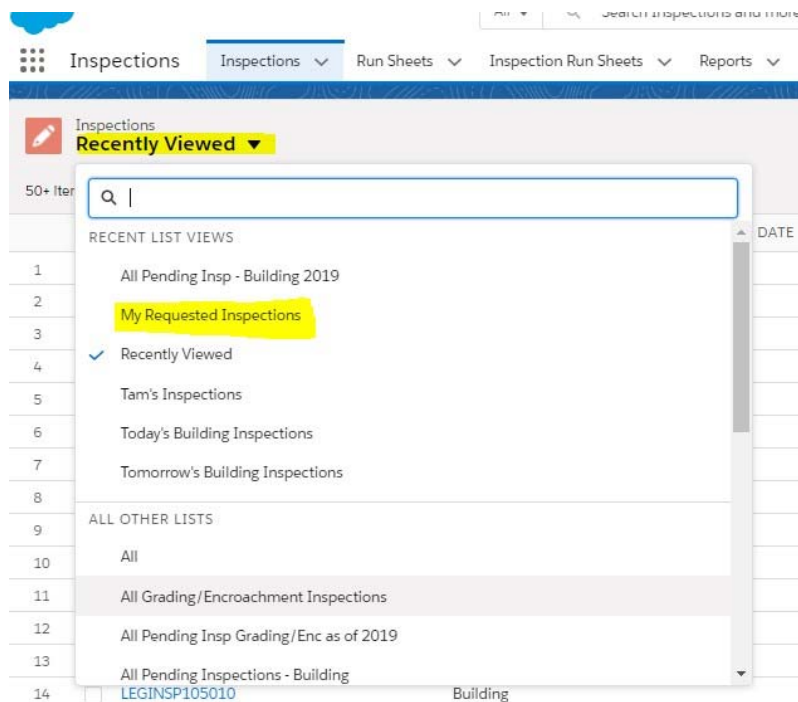
Password: Your password

## START OF DAY – CREATING RUNSHEET

1. Click on Inspections tab



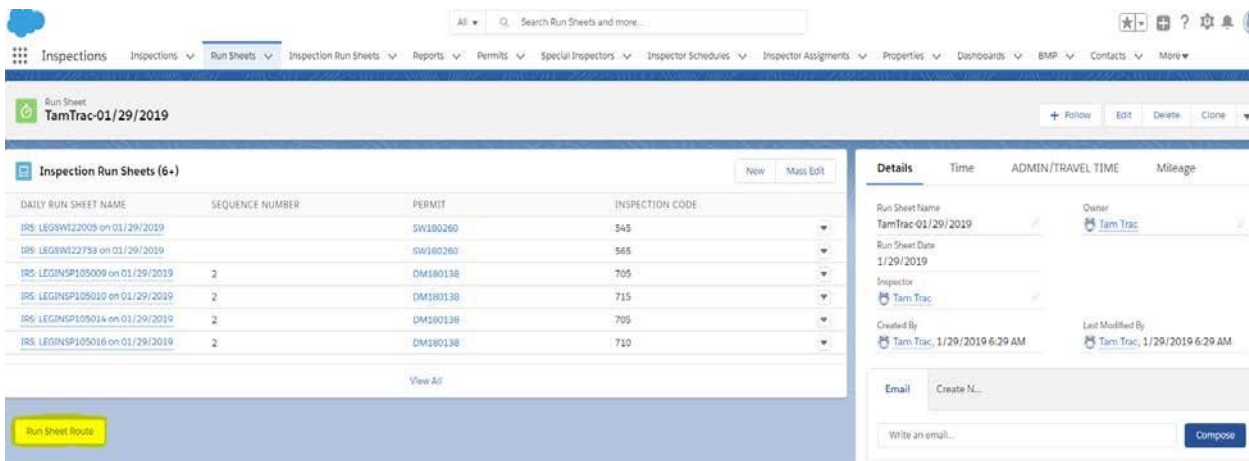
2. Click on Inspection drop down menu and choose “My requested Inspections”



3. Select all Inspections and add to **“Todays Runsheet” (DO NOT CLICK TOMORROWS!!!!)**



1. Use Run Sheet Route to route your inspections on the Map (Hint: you can use google maps or Bing Maps if you prefer)



Inspection Run Sheets (6+)

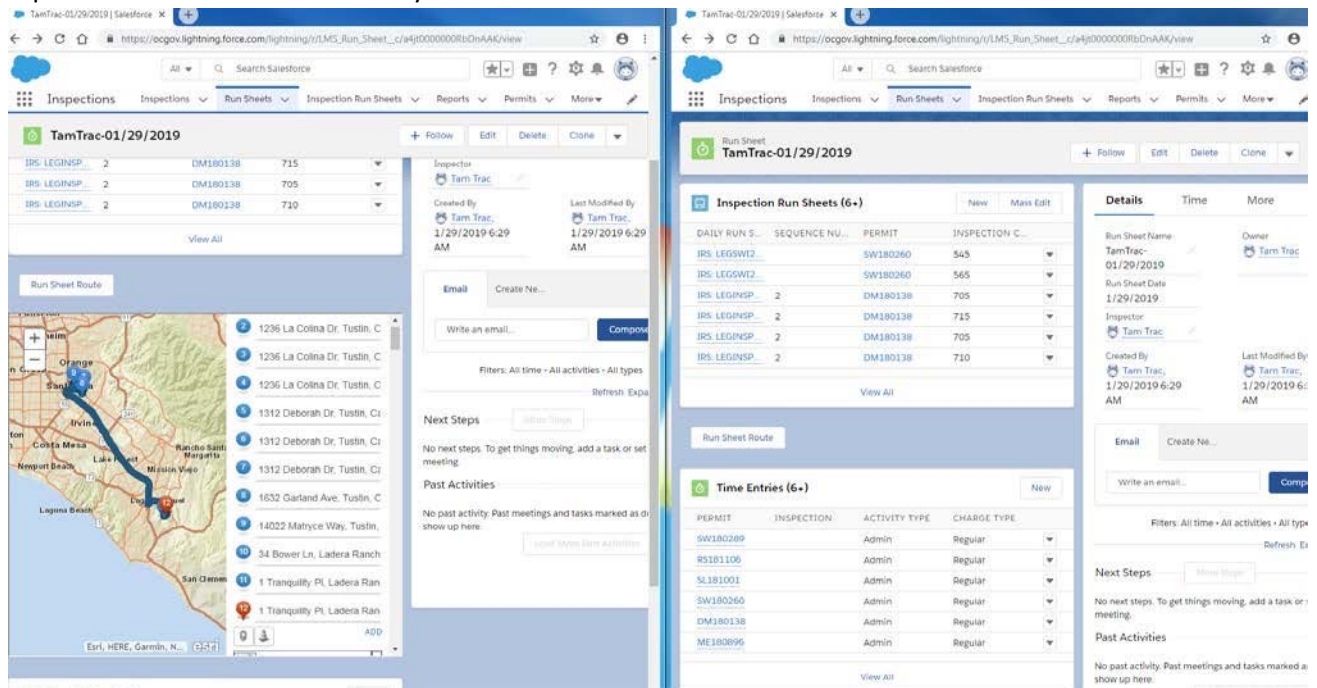
DAILY RUN SHEET NAME	SEQUENCE NUMBER	PERMIT	INSPECTION CODE
IRS LEGSWT2005 on 01/29/2019		SW180260	545
IRS LEGSWT2753 on 01/29/2019		SW180260	565
IRS LEGINSP105009 on 01/29/2019	2	DM180138	705
IRS LEGINSP105010 on 01/29/2019	2	DM180138	715
IRS LEGINSP105014 on 01/29/2019	2	DM180138	705
IRS LEGINSP105016 on 01/29/2019	2	DM180138	710

Run Sheet Route

Details

Run Sheet Name: TamTrac-01/29/2019  
Run Sheet Date: 1/29/2019  
Inspector: Tam Trac  
Created By: Tam Trac, 1/29/2019 6:29 AM  
Last Modified By: Tam Trac, 1/29/2019 6:29 AM

2. Duplicate window and show side by side



Run Sheet Route

Time Entries (6+)

PERMIT	INSPECTION	ACTIVITY TYPE	CHARGE TYPE
SW180260	545	Admin	Regular
SW180260	565	Admin	Regular
DM180138	705	Admin	Regular
DM180138	715	Admin	Regular
DM180138	705	Admin	Regular
DM180138	710	Admin	Regular

3. Click View All



<div>Save Return</div>				
Note: All modifications made on the page will be lost if Return button is clicked without clicking the Save button first.				
Name	Address	Sequence Number	Permit	Inspection Code
IRS: LEGSWI22964 on 01/2/2019	14022 MATRYCE WY TUSTIN	4	SW180289	570
IRS: LEGINSP111906 on 01/2/2019	1312 DEBORAH DR TUSTIN	1	EL181462	415
IRS: LEGINSP132786 on 01/2/2019	34 BOWER LN LADERA RANCH		SL181001	495
IRS: LEGINSP111856 on 01/2/2019	1312 DEBORAH DR TUSTIN	1	RS181106	140
IRS: LEGINSP105010 on 01/2/2019	1236 LA COLINA DR TUSTIN	2	DM180138	715
IRS: LEGINSP105016 on 01/2/2019	1236 LA COLINA DR TUSTIN	2	DM180138	710
IRS: LEGINSP111926 on 01/2/2019	1312 DEBORAH DR TUSTIN	1	ME180896	311
IRS: LEGSWI22005 on 01/2/2019	1 TRANQUILITY PL LADERA RANCH		SW180260	545
IRS: LEGINSP105014 on 01/2/2019	1236 LA COLINA DR TUSTIN	2	DM180138	705
IRS: LEGINSP105009 on 01/2/2019	1236 LA COLINA DR TUSTIN	2	DM180138	705
IRS: LEGINSP4681 on 01/2/2019	1632 GARLAND AV TUSTIN	3	RF190012	295
IRS: LEGSWI22753 on 01/2/2019	1 TRANQUILITY PL LADERA RANCH		SW180260	565
<div>Save Return</div>				

## 6. Runsheet is now sequenced and you are ready to go do inspections.

Run Sheets > TamTrac-01/29/2019											
Inspection Run Sheets											
12 Items • Sorted by Sequence Number • Updated a few seconds ago											
	DAIL...	SE...	PERMIT	INSPEC...	INSPECTIO...	ADDRESS	LEGAL...	CONTACT PHO...	INSPECTION REQUEST COMMENT	INSPECTION	
1	IRS: LEG...	1	RS181106	140	Correction	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSP111856	▼
2	IRS: LEG...	1	EL181462	415	Approved	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSP111906	▼
3	IRS: LEG...	1	ME180896	311	Denied	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSP111926	▼
4	IRS: LEG...	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299-3400 for gate access.	LEGINSP105009	▼
5	IRS: LEG...	2	DM180138	715	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299-3400 for gate access.	LEGINSP105010	▼
6	IRS: LEG...	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	There is a locked driveway gate. Please contact homeowner Markus at 714-299-3400 for gate access. Thank you.	LEGINSP105014	▼
7	IRS: LEG...	2	DM180138	710	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299-3400 for gate access.	LEGINSP105016	▼
8	IRS: LEG...	3	RF190012	295	Approved	1632 GARLAND AV TUSTIN	5059 16...	(562) 941-7459	This is actually for plumbing final (didn't pop up as an option), hwh in the garage. 1632 Garland Ave, Tustin	LEGINSP4681	▼
9	IRS: LEG...	4	SW180289	570	Denied	14022 MATRYCE WY TUSTIN	4483 4 TR	9493789061	am request	LEGSWI22964	▼
10	IRS: LEG...	5	SL181001	495	Denied	34 BOWER LN LADERA RAN...	16356 1...	(951) 282-4247	Please have this inspection done in the afternoon, thank you.	LEGINSP132786	▼
11	IRS: LEG...	6	SW180260	545	Approved	1 TRANQUILITY PL LADERA ...	16505 1...	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you.	LEGSWI22005	▼
12	IRS: LEG...	7	SW180260	565	Request Cance...	1 TRANQUILITY PL LADERA ...	16505 1...	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you.	LEGSWI22753	▼

## COMPLETING INSPECTIONS



1. To update the inspection record and your results click on the Inspection Record Number

Run Sheets > TimTrac-01/29/2019

### Inspection Run Sheets

12 Items • Sorted by Sequence Number • Updated 3 minutes ago

	<input type="checkbox"/>	DAIL...	SE...	PERMIT	INSP...	INSPECTIO...	ADDRESS	LEGA...	CONTACT PHO...	INSPECTION REQUEST COMMENT	INSPECTION
1	<input type="checkbox"/>	IRS-LEG...	1	RS181106	140	Correction	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSPI11856
2	<input type="checkbox"/>	IRS-LEG...	1	EL181462	415	Approved	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSPI11906
3	<input type="checkbox"/>	IRS-LEG...	1	ME280896	311	Denied	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSPI11926
4	<input type="checkbox"/>	IRS-LEG...	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector please call homeowner Markus at 714-299-3400 for gate access.	LEGINSPI05009
5	<input type="checkbox"/>	IRS-LEG...	2	DM180138	715	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector please call homeowner Markus at 714-299-3400 for gate access.	LEGINSPI05010

2. Under Inspection Details update the Status, Completed Date, and make you are the assigned Inspector. Leave any comments in the Inspector Comments section for all to view.

Permit Details	
Permit <a href="#">RS181106</a>	Address
Sub-type	Parcel
Permit Address 1312 DEBORAH DR TUSTIN	
Flag associated <input checked="" type="checkbox"/>	
Order Number	
Inspection Details	
Inspector Comments Gave Partial on card - Missing shear special inspections and poly seal. Everything else ok.	Status Correction
Code 140	Completed Date 1/29/2019
Type of Inspection <a href="#">FRAMING</a>	Run Sheet Sequence
Priority 2 Normal	Assigned Inspector Unavailable <input type="checkbox"/>
Assigned Inspector Tam Trac	Complaint
Requirement	Inspection Follow up Reason
Inspection Followup <input type="checkbox"/>	Action <input type="checkbox"/>
Inspection Scheduling	

3. Make sure to click Save on the bottom

**Inspection Details**

Inspector Comments:   
 Gave Partial on card - Missing shear special inspections and poly seal. Everything else ok.

\* Code: 140

Type of Inspection: FRAMING

Priority: 2 Normal

Assigned Inspector: Tam Trac

Requirement: --None--

Inspection Followup: ☐

\* Status: Correction

Completed Date: 1/29/2019

Run Sheet Sequence:

Assigned Inspector Unavailable: ☐

Complaint: Search Complaints...

Inspection Follow up Reason:

Action: ☐

**Inspection Scheduling**

Requested Date: 1/29/2019 11:26 AM

Requested Time Period:

Cancel Save

4. NOW LOG IN YOUR TIME
5. Double check that the following fields are correct:
  - a. Name
  - b. Date
  - c. Hours - Make sure you choose 00 for nothing
  - d. Minutes
  - e. Charge Type – Regular
  - f. Activity Type – Inspection
  - g. Job Code –
  - h. Action Type – Field Inspection

**TIME** Activity Chatter

\* Logged in User: Tam Trac

\* Action Date: Jan 30, 2019

\* Hours: 00

\* Minutes: 15

\* Charge Type: Regular

\* Activity Type: Inspection

\* Job Code (VTI): EB35000

Action Type: Field Inspection

Notes:

Reset Submit

6. Click Submit at the bottom and Confirm time entry submittal
7. Go back to your Runsheet and go to the next inspection until all inspections are complete.

## INSPECTIONS COMPLETED

Once all inspections on your Runsheet are complete, the Status should have all changed and none should show "Scheduled" anymore.

1. Make sure all Inspection status has a result
2. Click (your name + date) at the top to go back to the front page of your runsheet and check time entries

Run Sheets > TamTrac-01/29/2019  
**Inspection Run Sheets** New

12 Items - Sorted by Sequence Number - Updated 22 minutes ago

	DATL	SE	↑	PERMIT	INSPEC	INSPECTIO	ADDRESS	LEGA	CONTACT PHO	INSPECTION REQUEST COMMENT	INSPECTION
1	IRS LEG...	1		RS181106	140	Correction	1312 DEBORAH DR TUSTIN	2560 36	(714) 492-2471		LEGINSPI11856
2	IRS LEG...	1		EL181462	415	Approved	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492 2471		LEGINSPI11906
3	IRS LEG...	1		ME180896	311	Denied	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471		LEGINSPI11926
4	IRS LEG...	2		DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299 3400	Gated driveway. Inspector: please call homeowner Markus at 714-299-3400 for gate access.	LEGINSPI105009
5	IRS LEG...	2		DM180138	715	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299-3400 for gate access.	LEGINSPI105010
6	IRS LEG...	2		DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	There is a locked driveway gate. Please contact homeowner Markus at 714-299-3400 for gate access. Thank you.	LEGINSPI105014
7	IRS LEG...	2		DM180138	710	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	Gated driveway. Inspector: please call homeowner Markus at 714-299-3400 for gate access.	LEGINSPI105016
8	IRS LEG...	3		RF190012	295	Approved	1632 GARLAND AV TUSTIN	5059 16...	(562) 941-7459	This is actually for plumbing final (didn't pop up as an option), mwn in the garage 1632 Garland Ave, Tustin.	LEGINSPI4681
9	IRS LEG...	4		SW180289	570	Denied	14022 MATRYCE WY TUSTIN	4483 4 TR	9493/89061	am request	LEGSWI22964
10	IRS LEG...	5		SL181001	495	Denied	34 BOWER LN LADERA RAN...	16356 1...	(951) 282-4247	Please have this inspection done in the afternoon, thank you.	LEGINSPI32786
11	IRS LEG...	6		SW180260	545	Approved	1 TRANQUILITY PL LADERA ...	16505 1...	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you.	LEGSWI22005
12	IRS LEG...	7		SW180260	565	Request Cance...	1 TRANQUILITY PL LADERA ...	16505 1...	(630) 404-0947	I am the owner/builder. This inspection should be for approval to pour decking only. Permit card is in plastic envelope taped to door under covered patio. Please call with any questions. Thank you.	LEGSWI22753

3. Click on Admin/Travel Time to view your INSPECTION TIME TOTAL
4. Subtract the inspection time from your 9 hour day and input the rest into Admin and Travel time.
5. Click Submit and Confirm
6. ONLY DO THIS ONCE
7. PLEASE NOTE THE INSPECTION TIME DOES **NOT** CHANGE. IT IS FOR THE INSPECTION TIME ONLY.
8. TO CHECK FURTHER INSPECTION TIME VS ADMIN/TRAVEL TIME PLEASE RUN YOUR TIME REPORT
9. MAKE SURE IT ADDS UP TO YOUR TOTAL TIME WORKED FOR THE DAY (USUALLY 9 HOURS) AND YOU ARE FINISHED.



## CHECKING EXPIRED PERMITS, INSPECTION HISTORY, AND CLEARANCES:

### SITUS:

1. Click on the Permit Number

Run Sheets > TarrTrac-01/29/2019  
Inspection Run Sheets

12 Items - Sorted by Sequence Number - Updated 3 minutes ago

	DAILY	SE	PERMIT	INSP	INSPECTION	ADDRESS	LEGA	CONTACT PHO	INSPECTION REQUEST COMMENT	INSPECTION
1	IRS	LEG	1	RS181106	140	Correction	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471	LEGINSPI11856
2	IRS	LEG	1	EL361462	415	Approved	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471	LEGINSPI11906
3	IRS	LEG	1	ME180896	311	Denied	1312 DEBORAH DR TUSTIN	2560 36...	(714) 492-2471	LEGINSPI11926
4	IRS	LEG	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	LEGINSPI05009
5	IRS	LEG	2	DM180138	715	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	LEGINSPI05010
6	IRS	LEG	2	DM180138	705	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	LEGINSPI05014
7	IRS	LEG	2	DM180138	710	Approved	1236 LA COLINA DR TUSTIN	A0815 3...	(714) 299-3400	LEGINSPI05016
8	IRS	LEG	3	RF190012	295	Approved	1632 GARLAND AV TUSTIN	5059 16...	(562) 941-7459	LEGINSPI4681
9	IRS	LEG	4	SW180289	570	Denied	14022 MATRYCE WY TUSTIN	4483 4 TR	9493789061	LEGINSPI22964
10	IRS	LEG	5	SL181001	495	Denied	34 BOWER LN LADERA RAN...	16356 1...	(951) 282-4247	LEGINSPI32786
11	IRS	LEG	6	SW180260	545	Approved	1 TRANQUILITY PL LADERA...	16505 1...	(630) 404-0947	LEGINSPI22005
12	IRS	LEG	7	SW180260	565	Request Canc...	1 TRANQUILITY PL LADERA...	16505 1...	(630) 404-0947	LEGINSPI22753

2. At the permit page click on the Parcel address

Cloud icon

Search Salesforce

Inspections Inspections Run Sheets Inspection Run Sheets Reports Permits Special Inspectors Inspector Schedules Inspector Assignments Properties Dashboards

Permit  
RS181106

Permit Subtype: Addition Status: Issued Sub-status: Parcel: 1312 DEBORAH, TUSTIN: 103 154-08 Owner: Counter Queue

Issued

Applications Balance Notice

Related List Quick Links

- Properties (1)
- Related Addresses (1)
- Related Applications (0)
- Submission Items (0)
- Submittal (1)
- Reviews (0)
- Related To Permits (0)
- Related From Permits (0)
- Conditions (0)
- Inspections (10+)
- Work Items (0)
- Work Types (2)
- Contacts (8)
- Fees (6)
- Deposits (0)
- Payments (8)

Show All (40)

Documents Financial Admin Permit Property Reviews ALL FLAGS

FLAG NAME	EFFECTIVE DATE	TYPE	STATUS	RELATED GROUP
Flag-RS181106	1/29/2019	Notice	Open	Inspection

Other Attached Flags

FLAG NAME	EFFECTIVE DATE	TYPE	STATUS	RELATED GROUP
-----------	----------------	------	--------	---------------

Details Time Ch

Permit Application

Permit Number  
RS181106

Permit Subtype  
Addition

Package  
DM180151 EL181462 ME180896  
RS181106

Project

Description  
PERMIT TO REMODEL AND

3. Click on Permits as property

https://ocgov.lightning.force.com/lightning/r/MUSW\_Parcel\_c\_\_a010000002R8nGAA5/view

Inspections Inspections Run Sheets Inspection Run Sheets Reports Permits Special Inspectors Inspector Schedules Inspector Assignments Properties Dash

Situs  
1312 DEBORAH, TUSTIN: 103-154-08

Related List Quick Links

- Complaints (0)
- Complaints as Property (0)
- Violations (0)
- Plan Checks (0)
- Projects as Property (0)
- Permits as Property (5)**
- Contacts (0)
- Situs History (1)
- Related Flags (0)
- Inspections (0)
- Applications (0)
- Permits (5)
- Projects (0)
- Licenses (0)
- Files (0)
- Notes & Attachments

Show All (21)

Related Details

Location

Name  
1312 DEBORAH, TUSTIN: 103-154-08

Address  
1312 DEBORAH

Street  
DEBORAH

City  
TUSTIN

Alert

Assessor Parcel Number  
103-154-08

Parcel Number Alternate  
103-154-08

Primary Contact

Activity

Email Create N...

Write an email...

Mark Krause

#### 4. Permits issued on the property will be displayed here

Situses > 1312 DEBORAH, TUSTIN: 103-154-08

**Permits as Property**

5 Items • Sorted by Permit Status • Updated a few seconds ago

	PERMIT	PERMIT TYPE	LEGAL DESCRIPTION	PERMIT STATUS
1	<a href="#">RS071422</a>	Residential Building (BLD)	2560 36 TR	Closed-Complete
2	<a href="#">RS181106</a>	Residential Building (BLD)	2560 36 TR	Issued
3	<a href="#">EL181462</a>	Electrical Permit (ELE)	2560 36 TR	Issued
4	<a href="#">ME180896</a>	Mechanical Permit (MEC)	2560 36 TR	Issued
5	<a href="#">DM180151</a>	Demolition Permit (DMO)	2560 36 TR	Issued

## INSPECTION HISTORY

1. Click on Permit Number or go back to the Permit you were working on by hitting the back button or arrow

The screenshot shows the Salesforce Lightning interface for a permit. The browser address bar displays the URL: [https://ocgov.lightning.force.com/lightning/r/MUSW\\_\\_Parcel\\_\\_c/a0it0000002R8nSAAS/view](https://ocgov.lightning.force.com/lightning/r/MUSW__Parcel__c/a0it0000002R8nSAAS/view). The page header includes the Salesforce logo and a search bar. The main content area shows the permit details for "1312 DEBORAH, TUSTIN: 103-154-08". Below this, there is a "Related List Quick Links" section with various links and counts: Complaints (0), Complaints as Property (0), Violations (0), Plan Checks (0), Projects as Property (0), Related Flags (0), Inspections (0), Applications (0), Permits (5), Projects (0), and Licenses (0). A "Show All (21)" link is also present.

2. Click on Inspections in the Related List Quick Links area

The screenshot shows the Salesforce Lightning interface for a permit. The browser address bar displays the URL: [https://ocgov.lightning.force.com/lightning/r/Permit\\_\\_c/a0it0000002R8nSAAS/view](https://ocgov.lightning.force.com/lightning/r/Permit__c/a0it0000002R8nSAAS/view). The page header includes the Salesforce logo and a search bar. The main content area shows the permit details for "R5181106". Below this, there is a "Related List Quick Links" section with various links and counts: Properties (1), Related Addresses (1), Related Applications (0), Submission Items (0), Submittal (1), Reviews (0), Related To Permits (0), Related From Permits (0), Conditions (0), Inspections (10+), Work Items (0), Work Types (2), Contacts (8), Fees (6), Deposits (0), Payments (8), and Recalls (0). A "Show All (40)" link is also present. A yellow box highlights the "Inspections (10+)" link, and a blue arrow points to it.

3. View the Inspection History
  - a. Type of Inspection
  - b. The results for that inspection (Status)
  - c. The Completed Date of Inspection
  - d. The Assigned inspector that did the inspection

Permits x EL181462

Inspections

17 Items • Sorted by Completed Date • Updated 2 minutes ago

<input type="checkbox"/>	NUMBER	TYPE OF INSPECTION	COMPLETED	STATUS	C	STOP WORK/...	STOP WORK/CORR...	INSPECTOR COMMENTS	TYPE	ASSIGNED INSPECTOR
1	<input type="checkbox"/> LEGINSP111906	ROUGH ELECTRICAL	1/29/2019	Approved	415	<input type="checkbox"/>			Building	Sam Trac
2	<input type="checkbox"/> LEGINSP111900	Rough Wiring/Hard Lid		Unscheduled	416	<input type="checkbox"/>			Building	
3	<input type="checkbox"/> LEGINSP111901	Temporary Gas for Testing		Unscheduled	905	<input type="checkbox"/>			Building	
4	<input type="checkbox"/> LEGINSP111902	Signage Mounting		Unscheduled	417	<input type="checkbox"/>			Building	
5	<input type="checkbox"/> LEGINSP111903	LIFER		Unscheduled	400	<input type="checkbox"/>			Building	
6	<input type="checkbox"/> LEGINSP111904	ELECTRICAL UNDERGROUND		Unscheduled	405	<input type="checkbox"/>			Building	
7	<input type="checkbox"/> LEGINSP111905	FIXTURE/T-BAR CEILING		Unscheduled	410	<input type="checkbox"/>			Building	
8	<input type="checkbox"/> LEGINSP111907	WORK WITH RELEASE		Unscheduled	455	<input type="checkbox"/>			Building	
9	<input type="checkbox"/> LEGINSP111908	ELECTRICAL FINAL		Unscheduled	495	<input type="checkbox"/>			Building	
10	<input type="checkbox"/> LEGINSP111909	TEMPORARY OCCUPANCY RELE...		Unscheduled	925	<input type="checkbox"/>			Building	
11	<input type="checkbox"/> LEGINSP111910	Service Release for Cabling		Unscheduled	421	<input type="checkbox"/>			Grading	
12	<input type="checkbox"/> LEGINSP111911	Service, Main Electrical		Unscheduled	420	<input type="checkbox"/>			Building	
13	<input type="checkbox"/> LEGINSP111912	Subpanels, Xtrms		Unscheduled	422	<input type="checkbox"/>			Building	
14	<input type="checkbox"/> LEGINSP111913	Temporary Elec for Testing		Unscheduled	915	<input type="checkbox"/>			Building	
15	<input type="checkbox"/> LEGINSP111914	Generator		Unscheduled	430	<input type="checkbox"/>			Building	
16	<input type="checkbox"/> LEGINSP111915	House Meter Release		Unscheduled	450	<input type="checkbox"/>			Building	
17	<input type="checkbox"/> LEGINSP111916	Fire Alarm		Unscheduled	425	<input type="checkbox"/>			Building	

Click the back arrow again as needed to return to your last page.

## CLEARANCES

1. At the permit, click on Clearances under the Related Quick Links Area

Permit EL181462

Follow Bluebeam Project Review for Issuance

Permit Subtype: Added or Altered: 50 or More electrical fixtures (new construction / alterations) Status: Issued Sub-status: 1312 DEBORAH, TUSTIN: 103-154-08 Owner: Counter Queue

Applications Issuance Review Issued Finished

Related List Quick Links

- Properties (1)
- Related Addresses (1)
- Related Applications (0)
- Submission Items (0)
- Submittal (1)
- Reviews (0)
- Related To Permits (0)
- Related From Permits (0)
- Clearances (6)
- Conditions (0)
- Inspections (10+)
- Work Items (0)
- Work Types (0)
- Contacts (7)
- Fees (3)
- Deposits (0)
- Payments (3)
- Receipt Documents (1)

Show All (40)

Documents Financial Admin Permit Property Reviews ALL FLAGS

Files (1)

ELECTRICAL PERMIT  
Dec 11, 2018 • 33KB • pdf

Add Files

View All

Details Time Chatter Activity

Permit Application

Permit Number: EL181462 Status: Issued

Permit Subtype: Added or Altered: 50 or More electrical fixtures (new construction / alterations) Substatus:

2. Any required or not required clearances will be displayed under the status column

Permits > EL181462							
Clearances							
6 Items • Sorted by Status • Updated a few seconds ago							
	CLEARANCE NUM...	CLEARANCE DESCRIPTION	STATUS	CLEARED BY	DATE C...	LAST MODIFIE...	
1	<input type="checkbox"/> Withdrawn	This field will be populated by the description in the clearance selected in the lookup. If you wish to edit the description, please save this record first, and make edits after.				1/25/2019 1:41 PM	
2	<input type="checkbox"/> Current Planning/Zoning	Initiates and approves ministerial permits, and provides public information regarding development projects and zoning. Provides zoning approval for projects requiring discretionary permits.   PDSD-Development Processing Center, Station 1 Re				1/25/2019 1:46 PM	
3	<input type="checkbox"/> Temporary Power	~				1/25/2019 1:50 PM	
4	<input type="checkbox"/> Renewals, Extensions	~				1/25/2019 1:53 PM	
5	<input type="checkbox"/> Issuance Approval	<p>Permit has met all plan check requirements</p>	Approved	Behrouz Azarvand	12/11/2018	1/25/2019 1:44 PM	
6	<input type="checkbox"/> Electrical Plan Check	<p>Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building, Plumbing, Mechanical, and Electrical Codes) and State building regulations such as Energy Conservation Regulations and Handicapped Accessibility	Approved	Behrouz Azarvand	12/18/2018	1/25/2019 1:55 PM	



# PROCEDURES

## PERMIT TYPES

- Demolition Permit -DMO
- Grading Permit- GRD
- Electrical Permit- ELE
- Mechanical Permit-MEC
- Oil Well Permit- OWL
- Plumbing Permit- PLB
- Building Permit- BLD
- Non Residential- BNR
- Solar Permit-SLR
- Water Quality Management Program- WQ
- Miscellaneous Building Permit- MB
- Improvement Plan (Street)- STP
- Landscape Permit- LND
- Sand and Gravel- SGP

**Refunds/Transfers/Inquiries/Questions RE: Building and Safety Permits**

All permits for a code enforcement case contact Terry Cox @714-667-8837

All planning permits contact Laree Alonso @ 714-667-9649

Initiated	<b>Non-Issued Permits:</b> Building & Safety: contact Chief Building Official/ Hadi Tabatabaee @714-667-8843
Filed	<b>Non-Issued Permits:</b> Building & Safety: contact Building Official/ Hadi Tabatabaee @714-667-8843
Approved	<b>Issued:</b> Building & Safety: contact Chief Building Official/ Hadi Tabatabaee @714-667-8843
Issued	<b>Issued:</b> Building & Safety: contact Chief Building Official/ Hadi Tabatabaee@714-667-8843 and/or Supervising Building Inspector Jeff McIver or Larry Jeffery @714-667-8820
Finalized	<b>Issued:</b> Contact Chief Building Official/ Hadi Tabatabaee @714-667-8843 and/or Supervising Building Inspector Jeff McIver or Larry Jeffery @714-667-8820
Closed-Expired	<b>Non-Issued Permits:</b> (Manual Refund) Building & Safety: contact Chief Building Official Hadi Tabatabaee @ 714.667.8843 ISSUED PERMITS (Agency Directives for Refund) Contact Supervising Building Inspector Jeff McIver or Larry Jeffery @ 714-667-8820
Closed-Withdrawn	<b>Issued:</b> Building & Safety: contact Chief Building Official/ Hadi Tabatabaee @714-667-8843
Closed-Approved	<b>Issued:</b> Building & Safety: contact Chief Building Official/ Hadi Tabatabaee (manual refund) @714-667-8843
Expired-Initiated	<b>Issued:</b> Building & Safety: contact Chief Building Official/ Hadi Tabatabaee @714-667-8843



## **INSPECTOR DCKN' PROCEDURES**

### **6:30 AM**

Staff is to be ready to work

- Turn on cell phone; cell phones are to remain on from beginning of shift to end.

Supervising Inspector:

- Assigns inspection calls to all field Inspectors by disciplines that the Inspector has been trained/certified to perform.

Inspector reviews in LMS (Land Management System) his/her assigned inspection request for:

- Inspection history
- Notes
- Prior approvals
- Outstanding correction notices
- Map out inspections
- Prepare run sheet before 8:00 a.m.
- Go to field to perform assigned inspections.

### **LUNCH/BREAKS:**

- 30 minute lunch (to be taken between 11:30 a.m. and 1:30 p.m.)
- Two 15 minute breaks, one before lunch and one after (not to be taken with lunch or as an early departure from work).

### **NOTE:**

***ALL INSPECTORS ARE TO CALL SUPERVISING INSPECTOR OR STAFF PERSONNEL PRIOR TO RETURNING TO THEIR COUNTY VEHICLE TO SEE IF ANY OTHER INSPECTORS NEED ASSISTANCE IN COMPLETING THEIR ASSIGNMENTS.***

### **UPON RETURNING TO COUNTY VEHICLE:**

- Return to assigned employee parking
  - Check phone calls and messages
  - Check e-mails
- Log (LMS) inspections with information following procedure
- If time permits, Supervising Inspector may assign other work
- Study the code books or related job materials

### **4:00 PM:**

End of shift (Tuesday – Thursday)

3:00 p.m. on 8-hour shifts

# PROCEDURES FOR RENEWAL AND EXTENSION OF BUILDING PERMITS

- 1) Any permit approaching expiration but still posted as **“Issued”** may upon request be extended 180 days without additional fees to the applicant. This is a one time offering. Any subsequent extension(s) request will be assessed the designated fee assigned to the permit type for which the extension request is being made.
- 2) Any permit having exceeded the most recent expiration date as a result of inspection inactivity and bearing a status of **“Expired Issued”** may be renewed up to one (1) year from expiration date by paying the designated fee assigned to the permit type the extension is being requested for.
- 3) Any permit categorized as **“Closed Expired”** having exceeded the one (1) year grace period for reinstatement under Expired Issued but less than three (3) years may be reinstated through the issuance of a new permit of the same type as the expired permit denoting work to be completed was initiated under the previous **“Closed Expired”** permit number. Once the new permit has been issued, the **“Closed Expired”** permit shall be made to bear a **“Closed”** status and reference the new permit number for completion of project. This is only to be approved if both the owner and contractor remain the same. See article 6 and 7.
- 4) Any permit request for **“Withdrawal”** must be accompanied by the approved County form letter for withdrawals completed by the permit applicant of record. This document is to be scanned and attached to the permit in LMS. There should not have been any work initiated or inspections made under the permit being withdrawn. If construction has taken place prior to the withdrawal request, all construction is to cease until such time as a new permit applicant has made application and a new permit issued to complete the work previously permitted under the **“Withdrawn Permit”**. Notification of the withdrawal intent should be sent to the owner of the property if not the permit applicant.
- 5) All types of **“Expired”** permits exceeding three (3) years of expiration shall be reviewed and assessed for reinstatement individually and a course of action determined by the Inspection Manager or his assigned representative. The appropriate course of action will be determined once the inspection history of the permit has been reviewed. Not all permits of this nature will require the same discretionary action be taken and not all permits of this nature will be reinstated.
- 6) Permits requiring a **“Change of Ownership”** shall be accompanied with a document such as a grant deed depicting legal ownership of the property for which the request is being made. If approved plans are involved it will also be necessary for the new owner to provide a notarized letter from the architect transferring legal ownership of the plans to the new owner. A new permit will then be issued and the old permit closed making reference to the new permit and property ownership. All documentation shall be scanned and attached to the permit in LMS.

## PROCEDURES FOR RENEWAL AND EXTENSION OF BUILDING PERMITS

7) Permits requiring a **“Change of Contractor”** shall be accompanied by a notarized letter from the property owner in which the contractor is denoted as the owner’s representative and documentation by the owner that displays proof of ownership of the property such as a grant deed. This documentation shall then be scanned and attached to the permit in LMS.

## **PERMIT CLOSURE AND RELEASE PROCEDURE**

1. Inspector approves Final Inspection
2. At Permit Final the Supervisor reviews inspection history:
  - Review permit for utility release
    1. If the description of work doesn't indicate an electrical service has been installed or that a gas meter is required, the permit will be Finaled.
    2. If after review of the permit it is determined that a utility release is required for electric or gas refer to the utility release procedure.
      - a. Electrical 420 or 455 Inspection has occurred
      - b. Gas 240 or 207 Inspection has occurred
  - Check that all required inspection(s) have been complete and signed off
  - Review all clearances associated with permit:
    - Building
    - Fire
    - Grading
    - OC Waste & Recycling
3. After review of the inspection history and clearance review assign a status of "Final" to the permit.

## INSPECTION SERVICES

### OUT OF OFFICE PROCEDURE

1. During the afternoon of the day before your Flex or Vacation day (no later than 2:30 p.m.) arrange to fill in your back-up (check with your supervisor if you are not sure who your back-up is) with any issues you feel he/she may be contacted about.

#### **E-mail “Out of Office” Set-up:**

2. During the last thirty (30) minutes before you leave for the day, set your email “Out of Office Assistance” to “On”:
  - a. Outlook
  - b. Tools
  - c. Out of Office Assistance
  - d. Click “I am currently out of the office”
  - e. Add the following message(s):

#### **VACATION:**

- i. I will be out of the office beginning (date you are leaving) returning (give date of your return). Should you require immediate assistance please contact (back up name, phone # and e-mail address).

#### **FLEX:**

- ii. Flex day Friday or Monday:  
I will be out of the office Friday returning Monday/Monday returning Tuesday. Should you require immediate assistance please contact (contact name) @ (contact phone #) or (contact e-mail address).

# Phone Message Procedure

*EXTERNAL*

Hello, you have reached \_\_\_\_\_ with the County of Orange, Building Inspection Department. I'm sorry that I'm unable to take your call. Please leave your message at the tone and I will return your call as soon as possible. Thank you for calling and have a great day.

*INTERNAL*

Hello, you have reached \_\_\_\_\_ with the County of Orange, Building Inspection Department. If you have reached this message I am either on the phone or away from my desk. Please leave your message at the tone and I will return your call as soon as possible. Thank you for calling and have a great day.



# INSPECTIONS

# OIL WELL INSPECTIONS

- Oil well inspections are inspected once every fiscal year (July 1 – June 30). Primarily before winter and spring. September and October are ideal months.
- Pull file for scheduled inspection and review file i.e. directions and past inspections:
  - Call operator of each oil site and arrange/schedule (date & time) for an escort to inspect the wells.
- View new “Oil Well Field Inspections” report and update with past well names, print and place in file for escorted inspection.
- Travel to site at scheduled date and time of inspection and meet with operator. Visit each oil well and make note(s) on form. See form for requirements of inspection.
- Upon your return to the Office update form electronically. Complete the Field Inspection report and accounting memo (see attached). E mail both memo and completed Field Inspection form to (Accounting) Maggie Leigh and Satinder Verma.
- Save copy to Oil fields computer file.
- After each inspection is made and the reports have been sent to accounting, update spread sheet (see attached), save update and e-mail as attachment to Satinder Verma.



# OIL WELL FIELD INSPECTIONS

OPERATOR: \_\_\_\_\_

FIELD: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

PERIOD: \_\_\_\_\_

DATE	WELL NAME	AREA	STATUS	EQUIP	FENCING	GATE LOCKED	SIGN POSTED	SITE CLEAN	DERRICK	TANK	DIKES	OPER CITED

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## Memorandum

**DATE:** March 5, 2020  
**TO:** Maggie Leigh, Admin. Manager  
**FROM:** Satinder Verma, Manager, Inspection Services  
**SUBJECT:** Annual Oil Well Inspection Fees

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City of Newport Beach  
Attn: Ed Burt  
2300 Newport Blvd  
Newport Beach, CA 92658

Phone # 949-718-3432

See attached Oil Well Field Inspections Report  
Please invoice for 16 Oil Well inspections @ \$36.00 each = \$576.00

Please attach Oil Well Field Inspections Report to invoice

If you have any questions please contact Building Inspection @ 714-667-8820.

Cc: Service Area Deputy Directors as needed

## ANNUAL OIL WELL BILLING

July 01, 2009 to June 30, 2010

No.	COMPANY	ADDRESS	FY	NUMBER OF WELL INSPECTED	INSPECTION FEE PER OIL WELL	TOTAL	INV. NO	AMOUNT PAID	PAYMENT	COMMENTS
1	COOPER/BRAIN, INC. Attn: Jeff Cooper	P.O. Box 1177 Wilmington, CA 90748 310-922-5558	09-10	23	36.00	828.00	PW100417 3/8/2010	828.00	<b>PAID</b> <b>CRC1,003,201003190201,1</b> <b>3/19/2010</b>	
2	CITY OF NEWPORT BEACH Attn: Ed Burt	3300 Newport Blvd Newport Beach, CA 92658 949-718-3432	09-10	16	36.00	576.00	PW100418 3/8/2010	576.00	<b>PAID</b> <b>CRC1,003,201004120201</b> <b>4/12/2010</b>	RTS 3/30/10 Forward to new mailing add on 3/30/10
3	ARMSTRONG PETROLEUM CORP	P.O. Box 1487 Newport Beach, CA 92663 949-547-1326	09-10	3	36.00	108.00	PW100424 3/16/2010	108.00	<b>PAID</b> <b>CRC1,003,201003260201,1</b> <b>3/26/2010</b>	
4	WEST NEWPORT OIL COMPANY	P.O. Box 1487 Newport Beach, CA 92663 949-547-1326	09-10	83	36.00	2,988.00	PW100425 3/16/2010	2,988.00	<b>PAID</b> <b>CRC1,003,201003250201,1</b> <b>3/25/2010</b>	
5	GREKA SMV INC	1791 Sinton RD Santa Maria, CA 93458-9708 714-822-5894	09-10	3	36.00	108.00	PW100427 3/18/2010	108.00	<b>PAID</b> <b>CRC1,003,201004260201,1</b> <b>4/26/2010</b>	RTS on 3/24/10. Forward to new mailing add on 3/26/10.
6	DARNELL, GARY A	PO Box 2665 Santa Fe Springs, CA 92670-1207 562-595-4555	09-10	1	36.00	36.00	PW100428 3/18/2010		<b>O/S</b>	RTS on 3/24/10 Forward to new mailing add on 3/29/10
7	AREA ENERGY Attn: Tony DeVito	2010 Goldenwest St. Huntington Beach, CA 92648	09-10	242	36.00	8,712.00	PW100429 3/18/2010	8,712.00	<b>PAID</b> <b>CRC1,003,201004050201,1</b> <b>4/5/2010</b>	
8	BREITBURN ENERGY COMPANY Attn: Brad Pierce	151 S. Flower St., # 4800 Los Angeles, CA 90071 310-261-7857	09-10	31	36.00	1,116.00	PW100450 3/24/2010	1,116.00	<b>PAID</b> <b>CRC1,003,201004140201,1</b> <b>4/14/2010</b>	RTS 3/30/10 Forward to new mailing add on 3/30/10
9	JOHN THOMAS	18851 Stewart St. Huntington Beach, CA 92648 714-847-2505	09-10	52	36.00	1,872.00	PW100451 3/24/2010	1,872.00	<b>PAID</b> <b>CRC1,003,201004070201,1</b> <b>4/7/2010</b>	
10	K & J OIL	3100 Ocean Blvd. Corona Del Mar, CA 92625 714-875-4048	09-10	1	36.00	36.00	PW100452 3/24/2010	36.00	<b>PAID</b> <b>CRC1,003,201004150201,1</b> <b>4/15/2010</b>	
11	THOMPSON ENERGY RESOURCES Attn: Rob Thompson	28331 Las Cabos Laguna Niguel, CA 92677-7562 949-644-9292	09-10	19	36.00	684.00	PW100461 4/1/2010		<b>O/S</b>	
12	LINN WESTERN	2000 Tonner Cyn Brea, CA 92821 714-257-1600	09-10	179	36.00	6,444.00	PW100505 4/12/2010	6,444.00	<b>PAID</b> <b>CRC1,003,201004260201</b> <b>4/26/2010</b>	
		<b>TOTAL</b>		<b>653</b>	<b>36</b>	<b>23,508.00</b>		<b>22,788.00</b>		