

INSPECTION SCHEDULING

For next business day scheduling, inspections requests are not guaranteed and are subject to availability.

INSPECTION REQUESTS CAN BE SCHEDULED ONLINE, BY PHONE OR BY EMAIL

Online: [Accela Citizen Access](#) or <https://aca-prod.accela.com/WESTSAC/Default.aspx>

You do need to be logged into the Citizen Access portal to schedule inspections.

Phone: (916) 617-4691

Email: bldginsp@cityofwestsacramento.org

When requesting an inspection by phone or email, provide the following information:

1. Building Permit Number
2. Type of Inspection(s)
3. Site address
4. Request the Date of Inspection
5. State if you prefer an **AM (morning)** or **PM (afternoon)** inspection
6. Name and phone number of an on-site contact

- For an inspection to be scheduled the next business day, **requests are not guaranteed and are subject to availability, and must be received no later than 4:30 PM**, Monday through Friday (excluding holidays observed by the city).
- Inspections may be rolled to the next business day, if there is no availability on the day requested.
- We cannot provide a call back or confirmation. To confirm your inspection request, check the online portal to confirm inspection(s) scheduled. Instructions below.
- Inspection times depend on cancellations, travel distance between inspections and unforeseeable site conditions.
- **Fire Permit Inspections for commercial** (sprinklers, alarms, etc.) will occur **on Tuesdays or Thursdays only**. Please be sure to include which is your preferred day in your request.
- **ADDITIONAL FEES:** A reinspection fee **may be** assessed for no-access, no approved plans on site, repeat corrections or if **additional** inspections are required, at the discretion of the inspector.
- A permit expires 12 months after it's issued if no inspections have been conducted per the California Building Code (CBC) Section 105.5.1, and California Residential Code (CRC) Section R105.2.

TO VIEW YOUR INSPECTION REQUEST

Use our online portal: <https://access.cityofwestsacramento.org/CitizenAccess/default.aspx>

- Search by permit number.
- Once permit is opened, click arrow next to "Record Info" for drop-down menu.
- Click on "Inspections" at bottom of drop-down menu.
- All past and scheduled inspections will be listed.

QUESTIONS? Contact the Building Division at (916) 617-4645 option 1.

Community Development Department | Building Division

1110 West Capitol Ave., West Sacramento, CA 95691 • (916) 617-4645 • www.cityofwestsacramento.org