





**DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION**  
276 Fourth Avenue Chula Vista CA 91910  
619-409-5868 619-409-5428 FAX

***Citizen Access***  
**Online Inspection Scheduling**  
**User's Guide**

**FORM 4559**

**INSPECTION INFORMATION**

Thank you for obtaining a building permit.

Building inspections generally occur between 8:30 a.m. and 3:00 p.m., Monday through Friday, excluding the following holidays (New Year's Day, Martin Luther King Jr. Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after and Christmas Day).

Please verify work is complete prior to calling for inspection. Premature schedule of inspections may result in assessment of re-inspection fees by your inspector.

Please understand that we may not be able to accommodate a next-day request for inspection. Please try to plan ahead.

Should you require further assistance or want to speak to your inspector, call Building Inspection at **619-409-5868** the day of your inspection between 7:30 a.m. and 8:30 a.m.

**INSPECTION REQUIREMENTS**

Post this card in a prominent place on a smooth surface.

1. Approved plans must be kept on the job at all times.
2. Inspections must be requested at least 24 hours in advance. Every effort will be made to respond within one business day.
3. Inspection requests received after 11:30 p.m. will not be scheduled the following workday.
4. Building Division Inspectors do not determine property line locations.
5. Sequence of work approval on this project is the responsibility of the permittee. Each stage of work shall be left exposed for inspection and be approved before covering.
6. Law requires the provisions of sanitary facilities on your construction site.  
Section 5416 Health & Safety Code, State of California:
  - a) There shall not be less than one water closet of a patented chemical-type toilet or a pit privy, provided, however, that a pit privy shall consist of a pit at least 4 feet deep with a well constructed shelter, the openings of which shall be fly-proofed, and with respect to which adequate sanitary and safe flooring shall be provided. With the approval of the local Health Officer, other types of toilet facilities or modifications of these specified may be allowed.
  - b) For the purpose of this section the term construction site shall mean the location on which actual construction of a building or structure is in progress.
  - c) A violation of this section shall constitute a misdemeanor.

For further info contact San Diego Department of Health: 619-338-2222

**HOW TO SCHEDULE AN INSPECTION**

**CITIZEN ACCESS**

Citizen Access is the citizen portal to government services. In Citizen Access, you can access property information, search applications, check project status and schedule inspections.

To schedule an inspection on a building permit, go to <https://pip.chulavistaca.gov/citizenaccess/chulavista.aspx> and follow these steps:

1. Click on Schedule an Inspection.
2. Enter the Permit # or Address of the permit and Click on Search.
3. Click on Schedule or Request an Inspection.
4. Click on an inspection item then Click on Continue.
5. Click on the desired inspection date. Click on All Day then Click on Continue.\*
6. Click on Change Contact to change Contact information or Click on Continue.
7. Click on Include Additional Notes to add a note to inspector or Click on Finish to schedule inspection.
8. A confirmation message will display with a confirmation number. To view inspection details, change or cancel your inspection, Click on Actions.

For a detailed guide to scheduling building inspections in Citizen Access, go to the City of Chula Vista website at [www.chulavistaca.gov](http://www.chulavistaca.gov) and download the handout "Citizen Access Online Building Inspection Scheduling".

\* **All Day** allows selection only when space is available for that day.