



City of El Cajon
Building and Fire Safety Division
200 Civic Center Way
El Cajon, CA 92020
Phone: (619) 441-1726

GENERAL INFORMATION

Please read and be aware of the following information!

- **Inspection requests** should be scheduled through Project Assistance Center Online (PACO) at www.cityofelcajon.us/PACO. An account will need to be created prior to scheduling the inspection. Inspection requests received after **7:00 a.m.** will be serviced on the next business day. Be advised the City is closed on alternate Fridays, please check ahead before scheduling your inspection.
- **Allowable hours of construction** are between the hours of 7:00 a.m. and 7:00 p.m.
- **Dust control** must be maintained at all times.
- The stamped **approved plans** and permit must be kept on the jobsite and made available to the inspector for the inspection.
- **Reinspection fees** will be applied in cases where the inspector is called back and the correction item has not been addressed.
- **Erosion Control**, as outlined in your erosion control plan, must be maintained at all times.
- The person requesting the inspection must provide a ladder for the inspector's use and access to all areas to be inspected.
- Please note the **expiration date** of your permit. A permit is considered expired if no inspections have been called within 12 months, or after a maximum 3 year time period. You may request an extension in writing if your permit has not yet expired. Expired permits may be renewed at half price if not over one year old. Permits that have expired and are over one year old must be renewed at the full permit price.
- In general, **electrical meters** will not be released as temporary power on a permanent base unless some special circumstance prevails with prior approval of the Building Official. If a meter is released as temporary power, the meter must be re-released as permanent power (or you will pay a higher rate for your electrical power).
- Please be advised that if your project requires inspection by **Hazardous Materials or Air Pollution Control District** that you will need to get approval by these agencies prior to your building final.
- Please be advised that some construction projects may require a **release by other departments** before the Building and Fire Safety Division can give a meter release. This may entail substantial delays in the release of your electric meter and/or the issuance of a Certificate of Occupancy. If you feel that a time delay would cause a problem for your construction project, please be sure to notify other departments that you are ready for an inspection *if* they have requirements for your project (see Instructions for Obtaining a Final Inspection).
 - Planning Division (619) 441-1742 (please ask to speak to your planner)
 - Engineering Division (619) 441-1653 Stormwater Div. (619) 441-1666

If you have any questions concerning the above, please do not hesitate to contact the Building and Fire Safety Division at (619) 441-1726. Thank you.

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