



# BUILDING DIVISION INSPECTION FLOWCHART

City of Foster City Building Division | 610 Foster City Blvd, Foster City, CA 94404 | (650) 286-3227

<https://www.fostercity.org/commdev>

Customer's responsibilities

City of Foster City's responsibilities

## 1. PERMIT ISSUED

### PERMIT ISSUANCE

- Permit card added to attachments in [eTRAKiT](#).
- Reviewed plans, IB's, Forms, and Checklists made viewable in [eTRAKiT](#)

## 2. INSPECTIONS

### SCHEDULE FOR INSPECTION

- 2.1** Schedule for inspection(s) on [eTRAKiT](#).
- Fire sprinkler/alarm permits, please call San Mateo Consolidated Fire Department (650) 522-7940.**

## 3. REVISION PLAN REVIEW

### REVISION IF NEEDED

- Amend plans to reflect each comment listed in Correction Email/ Notice.
- 3.1** Submit a revised complete set of plans along with a response to the correction via [eTRAKiT](#)
- See Permit/Plan Check Flowchart.

## 4. PAY FEES

### PAY THE REVISION FEES

- Pay the outstanding permit revision fee via [eTRAKiT](#)
- See [Options for Making Payment](#).

## 5. FINAL INSPECTIONS

- Obtain final inspection approvals from all required departments and division prior to scheduling for the final building inspection.
- Schedule for a final building inspection. Final approval signature on the building permit card will serve as a **Certificate of Occupancy\*\*** for that permit.

- 1.1** All approved documents and plans shall be printed, kept on the job site and, available for the City Inspector.
- 1.2** The permit card shall be printed and posted in a conspicuous place.
- 1.3** Commence/re-commence construction per approved plans.

### PASSED INSPECTION

Inform customer of next required inspection(s).

### FAILED INSPECTION

- Failed Inspection** - Send customer Correction Email/ Notice.
- If requires revised plans, inform customer revised plans are required w/ Correction Email/ Notice.**

### RESCHEDULE INSPECTION\*

- 2.2** Reschedule inspection for failed inspection type until inspection passed. Repeat **Step 2** until project is ready to schedule **Step 5. FINAL INSPECTION**.

**ROUTING** - Route plans to reviewing departments and divisions as required.

**COMMENTS** - Send a combined plan review comment letter from all the reviewing departments and division to all involved parties of the permit.

**APPROVED** - Email all involved parties of the permit to notify the permit status and the outstanding permit fees due.

**CORRECTION** - Repeat **Step 3** until all status is "APPROVED" from the reviewing departments and divisions.

Staff's hourly rate will be added to the permit for the revision submittal. Refer to current [Master Fees Schedule](#).

### APPROVED AND REINSPECTION

Repeat **Steps 1 to 4** until project is ready for **5. FINAL INSPECTION**.

### Congratulations!

You are done with your project.

### Options for Making Payment:

1. **Finance Department** - 610 Foster City Blvd (Main Level), Foster City, CA 94404

2. **Mail to Building Division**

City of Foster City  
ATTN: Building Division  
610 Foster City Blvd, Foster City, CA 94404.

Make the check to "City of Foster City". Please include the permit number on check.

### Technical Inspection Questions:

**Bob Bardsley – Senior Building Inspector** – (650) 286-3243  
[bbardsley@fostercity.org](mailto:bbardsley@fostercity.org)

**Jay Marlette – Building Inspector** (650) 286-3237  
[jmarlette@fostercity.org](mailto:jmarlette@fostercity.org)

\* **Reinspection fees** will be added if failed the same inspection twice (no-show will count as one inspection).

\*\* **Certificate of Occupancy** – An official frameable Certificate of Occupancy will be available upon request.