



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](#)

- 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.

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.

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.**

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.

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](#).

4. PAY FEES

PAY THE REVISION FEES

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

APPROVED AND REINSPECTION

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

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

Jay Marlette – Building Inspector (650) 286-3237
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.

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.

Congratulations!

You are done with your project.