



City of Emeryville Building Division
CONSTRUCTION GUIDELINES AND INSPECTION INSTRUCTIONS
1333 PARK AVE, EMERYVILLE, CA 94608 (510) 596-4310

PERMIT COUNTER HOURS: 9AM-NOON, MONDAY TO THURSDAY
AFTERNOONS AND FRIDAYS BY APPOINTMENT ONLY

- Inspections are to be requested on the **Inspection Request Line (510) 596-4315** the day before (no later than 6am the morning of) the date of your requested inspection. Please do not make your request more than 1 business day in advance.
- Prior to requesting an inspection, the Contractor shall verify that the work to be inspected is complete and ready for inspection and Contractor shall be present at the time of inspection
- Make sure you leave a phone number so the Inspector can contact you if your inspection must be rescheduled. Note that we are not able to call to confirm your request has been received. Inspection staff will notify the contact person if inspection time frames will be altered.
- Construction Hours are limited to **7am-6pm, Monday to Friday** for general construction noise per Section 5-13.05 of the Emeryville Municipal Code
- For **signage**: An in-progress inspection is required the day of installation.
- For **reroofs**: An in-progress inspection is required when at least 50% of the roof is complete.
- It is the permit holder's responsibility to provide a ladder for access (as needed) for the Building Inspector.
- Revisions or changes to the approved plans SHALL be submitted to the City for review and approval. Such review and approvals will not be conducted in the field. **No inspections shall be requested for work that deviates from the approved drawings.**
- An **Encroachment Permit** is required for all work occurring in the public right of way. To apply for an Encroachment Permit please contact the Public Works Department: encroachment-permit@emeryville.org
- **Reinspection fees (\$220 effective rate from 7-1-2025 to 6-30-2026)** may be charged for each subsequent inspection of a job under circumstances where the job was not ready for inspection or where corrections previously required were not completed. Reinspection fees may also be assessed when the permit card is not properly posted or readily accessible on the worksite, the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Chief Building Official.

- Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.
- **Temporary and Final Certificates of Occupancy** are issued after formal request to the Chief Building Official. Payment of the Request Fee (**\$352** effective rate from 7-1-2025 to 6-30-2026) shall be paid prior to submitting the formal request. Please send an email to Permit Technician **Courtney Barrett** with the referenced Permit Number and she will create an Invoice for you with the Request Fee:
cbarrett@emeryville.org

Please keep in mind that it may take a week for the formal Occupancy Letter to be issued.