



City of Lake Forest - Building and Safety Division

100 Civic Center Drive, Lake Forest, CA 92630
(949) 461-3470 | building@lakeforestca.gov

Building Inspection Requirements & Scheduling Guide

Please review the following guidelines and follow the instructions to go through the inspection process and complete the permit finalization.

REQUIRED ON-SITE DOCUMENTS:

- The **job card** (Yellow Card), **permit**, and a complete set of **approved plans** must be present on site in order for an inspection to be performed.

Note: If approved plans are not available on site, please contact the Building Division at (949) 461-3470 to reschedule. Missing approved plans will result in a **“Not Ready”** inspection.

INSPECTIONS:

- Inspections are required before any work is covered or concealed. Construction is not approved until it has been inspected and accepted by City inspectors.
- Permission for the inspector to access the job site must be granted by an adult (18 years or older) authorized by the owner or contractor for each inspection.
- Building inspections are conducted **Monday through Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:30 p.m.**, excluding holidays.
- It is the responsibility of the contractor or property owner to request inspections at the **appropriate stages of construction**, based on the scope of each permit. See the following instructions to schedule and track inspections.
- If your inspection requires the use of a ladder (such as for roof or attic access), the ladder must be provided by the owner or contractor. It must be properly secured in place and of adequate length and strength.

SCHEDULE AN INSPECTION:

- Inspection requests can be made **online** or through the **automated phone system** by **3:00 p.m.** for next-day inspection, subject to availability. Requests received after 3:00 p.m. will be scheduled for the next available business day.

NOTE: If there is a **hold** on a permit, please contact the Building Division at **(949) 461-3470** to coordinate the inspection.

Please see the back for scheduling guidance.

Online:

To request inspections online, visit <https://cityoflakeforestca-energovweb.tylerhost.net/apps/selfservice#/home> or scan the QR Code on the right with a smartphone. Log in to your portal account, select the appropriate project record, and schedule the desired inspections.



Automated phone system:

To request inspections via phone, call **(888) 890-6298** and follow the IVR instructions for the required codes.

NOTE: If your email address is not associated with the project, you must provide a letter of authorization from the contractor's license holder or the owner/builder. Then, request that your email be added to the permit by sending an email to building@lakeforestca.gov

TO CONFIRM INSPECTIONS AND CHECK THE TIMEFRAME:

- The inspection timeframe and inspection result can be checked online at <https://cityoflakeforestca-energovweb.tylerhost.net/apps/selfservice#/home>

To check the inspection timeframe:

Click on **“Daily Inspection Schedule”** or scan the QR code on the right with a smartphone after **7:30 a.m.**



To check the inspection result:

Click on **“Today’s Inspections”** or scan the QR code on the right with a smartphone. Inspection results are updated daily by **4:00 p.m.**



INSPECTION QUESTIONS:

- You may contact your building inspector directly by phone or email to ask questions. Here is the contact information:

Bob Elkins: (949)461-3467

relkins@lakeforestca.gov

Mike Hammers: (949)461-3478

mhammers@lakeforestca.gov

Danny Hough: (949)461-3469

Dhough@lakeforestca.gov

REVISIONS & IN-PERSON VISITS:

- To apply for a plan revision, please provide **(2) sets** of revised sheets with **clouded changes**, along with a **narrative of the revisions**. Complete the **revision application** and submit all materials to the **Building Counter** during the following hours:

Monday–Thursday: 8:00–11:00 a.m.

Monday, Tuesday, Thursday: 1:00–4:00 p.m.

*(Revision services are **not** available on Friday or Wednesday afternoons)*