



BUILDING DIVISION INSPECTION / REVISION FLOWCHART

Building Division · 555 Santa Clara Street · Vallejo · CA · 94590 · (707) 648-4522 · building.division@cityofvallejo.net

Customer responsibilities

City of Vallejo responsibilities

1. CONSTRUCTION AND SCHEDULE FOR INSPECTION

Commence/re-commence construction per approved plans.

SCHEDULE FOR INSPECTION
2.1 Online **Oracle Permits** – schedule for an inspection on **Oracle**.
2.2 **Offline Permits** – schedule for an inspection at **eTRAKIT3** or **IVR**.

2. INSPECTIONS

PASSED
Inform next subsequent inspection.

FAILED
Send a **Correction Email** for Online **Oracle Permits** or **Correction Notice** for **Offline Permits**.

FAILED AND REQUIRES REVISED PLANS
Inform revised plans are required and send a **Correction Email** or **Correction Notice**.

PASSED AND FAILED
Repeat **Steps 1** and **2** until project is ready for **Step 5. FINAL INSPECTION**.

FAILED AND REQUIRES REVISED PLANS
Proceed to **Steps 3** and **4**.

***Additional Fees:**

1. Inspection fees of \$158 will be added if failed the same inspection twice.
2. Plan review fees of \$158 per hour will be added for reviewing revised plans.

3. PAY FEES

Send an invoice to the applicant for the additional fees due.

PAY FEES
2.1 Online **Oracle Permits** – pay on **Oracle**.
2.2 **Offline Permits** - see **Options for Submitting Plans and Paying Permit Fees**.

ROUTING
After plan review fees are paid - route plans to reviewing departments and divisions:

- Planning
- Fire
- Water
- Flood and Wastewater
- Public Works
- Building
- Health Department

4. PLAN REVIEW

Amend plans to reflect each comment listed in **Correction Email** or **Correction Notice**.
Submit a revised set of complete plans along with a response to the comment letter

4.1 Online **Oracle Permits** – submit revised plans on **Oracle**.
4.2 **Offline Permits** - see **Options for Submitting Plans and Paying Permit Fees**.

APPROVED
Notify customer that the revised plans has been approved.

CORRECTIONS
Send a combined plan review comment letter from all the reviewing departments and division.

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

CORRECTION
Repeat **Step 4** until all status is "APPROVED" from the reviewing departments and divisions.

5. FINAL INSPECTIONS

5.1 Obtain final inspection approvals from all required departments and division prior to scheduling for the final building inspection.
5.2 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!

An official framable **Certificate of Occupancy** available for nominal fee upon request.

For Information and Questions - please contact:
Sergio Caldera CASp
Building Inspection Manager
City of Vallejo | Building Division
(707) 648-4383 | sergio.caldera@cityofvallejo.net

John Silva
Building Inspector II
City of Vallejo | Building Division
(707) 648-4381 | john.silva@cityofvallejo.net

References
eTRAKIT3: <http://web.ci.vallejo.ca.us/eTRAKIT3/>
IVR: <https://www.cityofvallejo.net/cms/One.aspx?portalId=13506&pageId=286050>
Oracle: <https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html>

Options for Submitting Plans and Paying Permit Fees:

1. **Building Division Counter** – 2nd floor of 555 Santa Clara St, Vallejo, CA 94590
2. **Drop-off Box** – located outside of the City Hall main entrance at 555 Santa Clara St, Vallejo 94590
3. **Mail to Building Division:**
City of Vallejo
ATTN: Building Division
555 Santa Clara Street 2nd Floor
Vallejo, CA. 94590
4. **ExaVault:** <https://vallejo.exavault.com>