



# Final Inspection Clearance Process

The matrix below indicates the various departments that are required to perform a Final Inspection for permits issued after January 1, 2011. After each department's field staff has completed their inspection, a "Final Clearance Form" must be routed to the Building Department for final processing. The contact person for each department is shown on the top row of the matrix.

	<u>Building</u> Cheryl 760-643-5397	<sup>4</sup> <u>Planning</u> Patsy 760-643-5390	<u>Fire</u> Mark 760-643-5350	<u>Eng./Constr.</u> Jason 760-643-5419	<u>Sanitation</u> Roger 760-643-5417	<sup>3</sup> <u>VID</u> Ben 760-801-0010	<u>Dev. Svcs.</u> Robbie 760-643-5395
<u>Residential Tracts</u> Models & Sales Offices	X	X	X	X	X	X	X
<u>Residential Tracts</u> Convert Sales Office to Garage	X						
<u>Residential Tracts</u> Production Homes	X	X	X	X	X	X	X
<u>Residential</u> Multi-Family	X	X	X	X	X	X	X
<u>Residential</u> Custom Homes	X		X	X	X	X	X
Commercial	X	X	X	X	X	X	X
Industrial	X	X	X	X	X	X	X
<sup>1</sup> Tenant Improvements	X	<sup>2</sup> ?	X				X
Certificate of Occ.	X						
Cell Site Towers/Antenna	X	X					

NOTE: Job cards shall be signed off by each required Department whether or not a field inspection is required.  
<sup>1</sup> Building Department will sign off last (after Fire (and Planning if necessary)) on Tenant Improvements that already have power, to insure compliance with requirements of all affected departments.  
<sup>2</sup> If the site landscaping or parking were altered as part of the tenant improvement, call the Planning Department to determine if an Occupancy Inspection is required from them as well.  
<sup>3</sup> Vista Irrigation District (VID) is a separate entity not governed by the City of Vista.  
<sup>4</sup> Allow up to one week for inspection. A landscape certificate from your Landscape Architect is required for inspection.