



**TOWN OF LOS GATOS**  
**INSTRUCTIONS FOR SCHEDULING INSPECTIONS**

**\*MUST SCHEDULE BY 12 NOON FOR NEXT BUSINESS DAY INSPECTION\***

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**• Schedule Your Inspection Online (best way to receive a confirmation):**

1. Go to [www.losgatosca.gov/building](http://www.losgatosca.gov/building)
2. Click on "Online Permits System" – \*\*You must register as a user\*\*
3. Login and just select the "Building Permits" tab
4. General Search and enter your permit number in this format. (ex: B23-1111)
5. Click Record Info and click inspections
6. "Schedule or Request an Inspection" should be green – click and select inspection

**• Schedule Your Inspection by Phone (speak slowly and clearly):**

**Call the Inspection Request Line at (408) 354-6877** and leave the following information on the voicemail:

1. Type of inspection you need for each permit (ex: foundation, shear nail, gas test, rough electric, etc.)
2. Date requested for inspection (ex: Tuesday, March 22) & a.m. or p.m. preference
3. Permit number
4. Address
5. On-site contact name & phone number

**\*Please Note: If all information is not left, your inspection will not be scheduled.** Your inspector will call you the afternoon before your inspection to confirm.

**Additional Information**

Town of Los Gatos inspection times are Monday through Friday from 9 a.m. to 3 p.m., excluding holidays. Inspections can be scheduled 24 hours a day, but must be scheduled by 12 p.m. (noon), for a next business day inspection. Inspection requests received after 12 p.m. will be pushed to the following business day. Inspectors will make every effort to accommodate an a.m. or p.m. request, but it is not guaranteed. A two-hour inspection window of time will be provided, and every effort made to accommodate the morning or afternoon request, but is not guaranteed.

**Field Inspectors (Please DO NOT contact your inspector directly to schedule your inspection)**

<input type="checkbox"/> Bobby DeHerrera	354-6861	<input type="checkbox"/> Roy Alba	399-5702
<input type="checkbox"/> Noal Grover	354-6870	<input type="checkbox"/> Mark Hillabrandt	354-6819

<b>Permit Technicians</b>	354-6876	Counter Hours: Monday-Friday 8 a.m. - 1 p.m. Phone Available: Monday-Friday 8 a.m. – 4:00 p.m.
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**Construction Work Hours:**

**Weekdays: 8 a.m. to 6 p.m.**

**Saturday: 9 a.m. to 4 p.m.**

**No Sundays or legal Holidays**