





**TOWN OF LOS GATOS  
FAX INSPECTION REQUEST**

**FAX MUST BE RECEIVED BY 12 NOON FOR NEXT BUSINESS DAY**

**Town of Los Gatos Inspection Request Fax Number: (408) 354-7593**

Inspection requests scheduled by FAX will be accepted up to **12:00 P.M.** the business day before the date requested. Community Development counter hours are open Monday-Friday 8:00 a.m. to 1:00 p.m., and phone available Monday-Friday 8:00 a.m. to 4:30 p.m., except holidays. Town of Los Gatos inspection hours are Monday-Friday 9:00 a.m. to 3:00 p.m., except holidays.

If the required information is not left, your inspection will not be scheduled! Your Inspector **will** call you to confirm your inspection request the day before your requested inspection.

The following information is **required** when requesting an inspection:

- Date requested for inspection (*example: Tuesday, March 22*) \_\_\_\_\_
  
- AM / PM or No Preference \_\_\_\_\_
  
- Project Address \_\_\_\_\_
  
- Building Permit Number(s) **B** \_\_\_\_\_ - \_\_\_\_\_  
(*example: Building # B04-0111*)
  - ◇ Type of Inspection(s) \_\_\_\_\_  
(*example: Foundation, Shear Nail, Rough Electrical, Above Ceiling*)
- Electrical Permit Number(s) **E** \_\_\_\_\_ - \_\_\_\_\_  
(*example: Electrical #E04-222*)
  - ◇ Type of Inspection(s) \_\_\_\_\_  
(*example: Rough Electrical*)
- Mechanical Permit Number(s) **M** \_\_\_\_\_ - \_\_\_\_\_  
(*example: Mechanical #M04-222*)
  - ◇ Type of Inspection(s) \_\_\_\_\_  
(*example: Rough Mechanical*)
- Plumbing Permit Number(s) **P** \_\_\_\_\_ - \_\_\_\_\_  
(*example: Plumbing #P04-222*)
  - ◇ Type of Inspection(s) \_\_\_\_\_  
(*example: Gas test, Rough Plum, Rough Frame*)
  
- Contact Name \_\_\_\_\_
  
- Contact Phone Number \_\_\_\_\_