

## TOUCHTONE PERMITS GUIDE

### Touchtone Permits Hotline (760) 955-5103

#### Before Calling You Will Need:

- 1) A touchtone telephone.
- 2) A site-specific permit number.
- 3) An inspection code (refer to the **Inspection Codes** list).

#### Schedule an Inspection:

- 1) Press '1' to schedule an inspection.\*
- 2) Enter the permit type (MIS or PMT).
- 3) Enter the permit number.
- 4) Enter the appropriate inspection code.
- 5) Enter the requested inspection date.
- 6) Enter the time preference for either AM or PM.
- 7) Choose whether or not to leave a voice message for the inspector.

#### Once you have scheduled the inspection, you will be able to:

- Request another inspection, same permit.
- Request another inspection, different permit.
- Receive a confirmation number and hang up.  
(Receiving a confirmation number ensures the inspection is scheduled.)
- Return to the main menu.

#### Cancel an Inspection:

- 1) Enter the permit type (MIS or PMT).
- 2) Enter the permit number.
- 3) Enter the inspection code.
- 4) Choose to cancel or reschedule the inspection.\*
- 5) If you choose to reschedule, chose date and AM or PM.

#### Inspection Codes:

##### MIS

- 201 Setback/Footing/Reinforcement
- 203 Bond Beam
- 205 Pre Re-Roof
- 207 Special
- 299 Final

##### PMT

- 133 Gas Line Air Test
- 159 Rough Electric
- 161 Electric Service/Sub Panel
- 199 Final

\*The deadline for scheduling, rescheduling, or canceling Inspections is 12:00AM.



## VICTORVILLE

### DEVELOPMENT DEPARTMENT

Planning ♦ Building ♦ Code Enforcement

## Miscellaneous Permits



## Application & Inspection Guidelines

This handout is for reference only.  
For more details, please see specific code sections.

## RE-ROOF

### Application Requirements:

- 1) Provide address for job site.
- 2) Provide number of squares being re-roofed.
- 3) Provide type of roofing material being used.
- 4) Provide valuation of project.

### Inspection Requirements:

- 1) Pre Re-Roof Inspection  
Inspector will review the existing roof. All plywood should be nailed down (for further information, please see **Types of Roofing**).
- 2) Final Inspection  
Inspector will look at completeness of roof.

A ladder must be provided for all inspections.

### Fees:

Please refer to the **Stand Alone Permits Fee Calculation Chart**.

### Types of Roofing:

#### Built-Up

- 1) For the pre re-roof inspection, remove all existing roofing and have sheathing inspected.
- 2) Any roof with ponding shall be pitched to drain, before re-roofing.
- 3) Re-roof per Chapter 15 of the 2010 CBC.

#### Asphalt Shingles

- 1) Asphalt shingles may be applied on slopes of two feet per 12 feet or greater. Solid sheathing is required. Double felt laid shingle fashion is required for slopes less than four and 12.
- 2) Asphalt shingles may not be installed over wood shakes or spaced sheathing.
- 3) Not more than two overlays of asphalt shingles are allowed over the existing asphalt.
- 4) No roofs shall be installed over more than two existing roofs.

Exception: Manufacturers installation requirements apply and existing roof framing must be designed to carry total load. Need structural analysis by California Certified Structural or Civil Engineer and approval of the Building Official.

#### Manufactured Roofing Materials

- 1) Metal, concrete, clay and other manufactured roofing products shall be listed by ICBO.
- 2) Permittee to provide City with an ICBO listed number.
- 3) All tile roofs weighing 71 lbs. or greater per square shall be engineered by a California Certified Structural or Civil Engineer with details of installation. Engineer must wet stamp and wet sign calculations/details.

\*The re-roofing installation must comply with Chapter 15 of the 2010 CBC and the "cool roof" requirements of the 2010 CEC.

## WALLS AND FENCES

### Retaining and Block Walls

#### Application Requirements:

- 1) Provide address for job site.
- 2) Provide plot plan indicating setbacks, property lines, location and square footage of wall.
- 3) If any portion of the wall crosses over the property line, submit a letter of authorization from all other property owners involved.

#### Inspection Requirements:

- 1) Setback/Footing/Reinforcement Inspection  
Inspector will verify rebar, footing size and location.
- 2) Bond Beam Inspection  
Inspector will verify the bond beam has been placed correctly.
- 3) Final Inspection  
Inspector will verify that all appropriate cells have been grouted. Do not cap the wall until the final inspection has been approved.

Access must be provided for all inspections.

### Fees:

Please refer to the **Stand Alone Permits Fee Calculation Chart**.

All block and retaining walls must be built according to City standards. If you choose to vary from these standards, it will be necessary to submit plans designed by a licensed engineer from the State of California. This includes any walls greater than six feet in height.

### Wood and Chainlink Fences

#### Application Requirements:

- 1) Provide address for job site.
- 2) Provide plot plan indicating setbacks, property lines, location and square footage of wall.
- 3) If any portion of the fence crosses over the property line, submit a letter of authorization from all other property owners involved.

#### Inspection Requirements:

- 1) Final Inspection  
Inspector will inspect the completed fence.

Access must be provided for all inspections.

### Fees:

Please refer to the **Stand Alone Permits Fee Calculation Chart**.



## GAS LINE AIR TEST & ELECTRIC METER RESET/UPGRADE

### Application Requirements:

- 1) Provide address for job site.

### Inspection Requirements:

- 1) Pre-site Inspection  
Inspector will evaluate the property to determine if there are any code violations.
- 2) Final Inspection  
Inspector will observe gas line air test or observe panel, depending on type of inspection needed.

Access must be provided for all inspections.

Once the final inspection has been approved, a utility release will be sent to either Southwest Gas or Southern California Edison, whichever applies.

### Fees:

Please refer to the **Stand Alone Permits Fee Calculation Chart**.

## STAND ALONE PERMITS FEE CALCULATION CHART

To calculate fees, select the appropriate category below and calculate the fees accordingly. Please note, there will be a \$1.00 Green Building Fee and \$0.50 Imaging Fee added to each permit.\*

Category	Type	Amount
Re-Roof	Any Material	\$5.00/square
Walls and Fences	Masonry	\$0.25/square foot (minimum \$100.00)
	Non-Masonry	\$0.10/square foot (minimum \$70.00)
Utility Meter Reset	Gas/Electric Meter Reset	\$150.00

\*These fees are for estimation purposes only and are subject to change at any time.