



# Public Works Department Inspection Request Procedure

## **Inspection Request**

Address any inspection requests via email to [publicworks@sandimasca.gov](mailto:publicworks@sandimasca.gov) or call the department line at (909) 394-6240 no later than 12:00pm of the business day before the proposed work to schedule inspection and to notify the department of the date work will start. If the scheduled work involves a temporary road closure, night, and/or weekend work, then work shall require prior approval from the Public Works Director and inspection shall be requested a minimum of 10 business days prior to work commencing.

When making an **inspection request** make sure to include the following information:

1. **San Dimas Permit Number**
2. **Location of work**
3. **Description/scope of work**
4. **Date & Time work is scheduled**
5. **Contact person and phone number**
6. **Indicate if an electrical power outage is associated with the work and if so, will any traffic signals be impacted**

\*If request is made via email, include the words **"Inspection Request"** as part of that subject title given and also attach a scanned copy of the permit package.

For any further questions or concerns, please contact the Public Works Department at (909) 394-6240 or via email at [publicworks@sandimasca.gov](mailto:publicworks@sandimasca.gov)