



DEPARTMENT OF RESOURCE MANAGEMENT

Building Division

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CONTRACTOR/ENGINEER AS BUILT REPORT (Rev: 06-09-20)

Client/Owners Name:	Scope of Work
Project Address:	
APN:	

Work Verified	Applicable & Included	Applicable & Not Included
Site Conditions		
Structural - Framing		
Insulation - Venting		
Mechanical		
Plumbing		
Electrical		
Fire-Egress-Life Safety		

Description and area of work verified - including comments and observations:

Example Only	The footings were reviewed on ___ date after minor excavation I found the footing to be 12" in natural grade and 12" in width – rebar or other reinforcement was not found.
A	
B	
C	
D	
E	
F	

Deficiency Report and Recommendations

Client/Owners Name:	Scope of Work
Project Address:	
APN#	

Refer to Discipline Sheets for more Deficiency – Show Example

#	Discipline/ Area of Work	Deficiency or Unknown	Recommendation
Example Only	Footing	Lack of Rebar	Provide method to verify the existence of reinforcement in the footing for building division approval.
1			
2			
3			
4			
5			
6			
7			
8			
9			

Site Conditions

1) Driveway and Crossings

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Defensible Space and Turnaround

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) Addressing and Encroachment

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

Structural / Framing

1) Under floor clearances 12" to bottom of beam & 18" to bottom floor joist

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Verify depth of perimeter footing

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) Verify depth of isolated footings

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

4) Verify proper hardware used at structural connections

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

5) Verify truss configuration/build up truss/jack truss

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

6) Verify size and spacing rafters/collar ties/ridge rafter/or ridge beam

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

7) Verify roofing material				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

8) Verify siding material				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

9) Exposed beams and column condition, connections, and hardware				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

Insulation/Venting

1) Floor insulation value

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Ceiling/Roof insulation value

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) Wall insulation value

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

4) Verify square inches of vent openings for attic and floor

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

Mechanical

1) Size and location of equipment

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Working clearances and platform

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) Combustion air

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

4) Disconnect and receptacle at equipment

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

5) Size and type of ducting /R valve

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

6) Condensate discharge, disconnect, AC, pad, and penetrations

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

7) Lp or fuel tank location, anchorage, and setbacks				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

8) Wood Stove Manufacturers spec's and install guide				
Deficiency Comment?		Verified		
No	Yes	Yes	No	N/A
Comments		PICTURES		

9) Wood Stove Venting/Combustion air/Electrical				
Deficiency Comment?		Verified		
No	Yes	Yes	No	N/A
Comments		PICTURES		

Plumbing

1) Pressure test line				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Verify vent size based on fixtures

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) Check slope

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

4) W.H. Installation is per installation guide

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

5) Cleanouts

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

Electrical

1) All branch circuits shall be tested and properly labeled in main panel

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Fixtures and conductor sizes with breakers

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) GFCI Protection/AFCI Protection (AFCI may not be required based on age)

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

4) Grounding and Bonding				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

5) Provide electrical load calculations				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

6) Identify which outlets or fixtures were tested and inspected 20% rule for each room or space				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

7) Smoke detection and carbon detectors are installed in all locations as required

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

8) Identify any sub-panels and loads

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

9) Small Appliance Circuit and Bathroom Circuit

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

Fire/Egress/Life Safety

1) Inertial handrails/guardrails steps and landing

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

2) Exterior decks, stairs, landings, guardrails, handrails positive connection and pier blocks

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

3) Fire resistive materials between garage and residence with self-closing 20 minute door

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

4) Penetrations protected (fire caulk, etc.)

Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

5) Bedroom window size, sill height, and 5.7 sq. ft. or 5.0 @ main floor				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

6) Hazardous window locations				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

7) Basement/attic egress				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

8) Address posted 4" min.				
Deficiency Comment?		Verified		
Yes	No	Yes	No	N/A
Comments		PICTURES		

Inspection Summary