



**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)
(*example: Building # B23-0111*) B _____
 - ◊ Type of Inspection(s)
(*example: Foundation, Shear Nail, Rough Electrical, Above Ceiling*) _____
 - Electrical Permit Number(s)
(*example: Electrical #E23-222*) E _____
 - ◊ Type of Inspection(s)
(*example: Rough Electrical*) _____
 - Mechanical Permit Number(s)
(*example: Mechanical #M23-222*) M _____
 - ◊ Type of Inspection(s)
(*example: Rough Mechanical*) _____
 - Plumbing Permit Number(s)
(*example: Plumbing #P23-222*) P _____
 - ◊ Type of Inspection(s)
(*example: Gas test, Rough Plum, Rough Frame*) _____
 - Contact Name _____
 - Contact Phone Number _____