



**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** \_\_\_\_\_