



City of Nampa

Building Safety & Facilities Development

Patrick Sullivan CBO, Director

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(208) 468-5435 www.cityofnampa.us

June 2, 2016 (Revised February 21, 2020)

Bulletin

To: All Contractors:
Re: Change to Inspection Timeframes and Request for Inspections

- Regularly scheduled inspections are Monday through Friday from 8:00 AM until 4:00 PM. AM and PM inspections requests will only be available for Footing, Foundation, Masonry Grout, and Open Trench Inspections. Starting March 1, 2020 All inspections requests must be received before 12:00 AM the prior day. All inspections requests received after 12:00 AM will be scheduled the next business day. Inspections with unusual or critical needs that require a specific date and specific time will be required to be submitted in writing (email) for approval of the City of Nampa Building Department 48 hours in advance. Call Jeff Miranda at (208) 468-5462 or (208) 590-2582 for these requests.
- Footing and foundation inspections are on a first come first serve basis. AM requests will be performed between 8:00 AM and 11:59 AM, with PM requests performed between 12:00 PM and 4:00 PM. We cannot prioritize or guarantee a specific time for footings and foundation inspections but we can guarantee that inspections will be completed within the requested 4-hour window. Do not order concrete delivery during the AM or PM inspection period you have requested.
- Any footings or foundations placed without required inspections are at the contractor's risk, causing a stop work order and hold being placed on the project. The hold may be removed pending the following requirements: Provide a stamped and signed surveyor's map verifying that the footings are placed in the correct location on site and provide approved third-party testing to verify rebar placement, footing depth, and footing/foundation size. Destructive testing and removal may also be required.
- To request a Plumbing, Mechanical or Electrical inspection, please go to the City's webpage and select the Citizen Self Service portal (CSS). Once you have logged into your account, select the "Scheduling an Inspection" feature of CSS website. Until the inspection request is approved and scheduled the inspection will be shown as pending. Please remember to leave comments for the inspector, such as "gate/garage code" within the comment field of the CSS webpage and if an inspection request is sent to an inspector's emails or phone that inspection will not be scheduled. We also require certain criteria to be met prior to scheduling an inspection, such as fees paid, permit to be issued, etc. If you need assistance call (208) 468-5435
- Permits for emergency mechanical, electrical, and plumbing work occurring over a weekend or City recognized Holiday may be issued on the next business day after the work has started or has been completed. Inspection requests can be made after the permit has been issued through the CSS website.