



## CITY OF HIGHLAND

### BUILDING & SAFETY DIVISION

27215 Base Line, Highland, CA 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

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## Requesting an Inspection

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**ONCE YOU OBTAIN YOUR INSPECTION CARD (Green or Yellow)  
YOU MUST CALL FOR INSPECTION at the appropriate point in your  
project.**

### SCHEDULING AN INSPECTION

When requesting an inspection please call the inspection request line 909-864-8732, ext. 228, and leave a message before 4:00 pm the day before the requested inspection.

Calls that are received after 4:00 pm will be scheduled two days from the request.

Please note that inspections are conducted Monday through Thursday and every other Friday, inspection schedules are subject to holiday closures. Please check the City's yearly calendar to see which dates we are closed. <https://www.cityofhighland.org/312/Inspections>.

**\*\*Inspection requests received on a closed Friday or weekend will be scheduled for the following Tuesday\*\***

Please speak slowly and clearly while leaving the message.

Please leave the following information for your inspection request:

1. A contact name and telephone number
2. Address of the job site
3. Permit number
4. Type of inspection being requested
5. Date and day of inspection requested
6. Morning or afternoon preference

Note: Fire inspections are morning only inspections Monday – Thursday 8:00 am – 12:00 (Noon)

- Morning inspections are from 8:00 am to 12:00 (Noon)
- Afternoon inspections are from 12:00 pm (Noon) - 5:00 pm
- Friday inspections are morning only inspections from 8:00 am to 12:00 (Noon)
- Requests for Inspections should be made in advance prior to 4:00 pm for an inspection the following day