



Final Inspection Clearance Process

The matrix below indicates the various departments that are required to perform a Final Inspection for permits issued after January 1, 2011. After each department's field staff has completed their inspection, a "Final Clearance Form" must be routed to the Building Department for final processing. The contact person for each department is shown on the top row of the matrix.

	Building Nixy 726-1340 X 5398	⁴ Planning Patsy 726-1340 X 5390	Fire Mark 726-1340 X 5350	Eng./Constr. Jason 726-1340 X 5419	Sanitation Roger 726-1340 X5417	³ VID Mark 760-597-3157	Dev. Svcs. Robbie 726-1340 X 5395
<i>Residential Tracts</i> Models & Sales Offices	X	X	X	X	X	X	X
<i>Residential Tracts</i> Convert Sales Office to Garage	X						
<i>Residential Tracts</i> Production Homes	X	X	X	X	X	X	X
<i>Residential</i> Multi-Family	X	X	X	X	X	X	X
<i>Residential</i> Custom Homes	X		X	X	X	X	X
Commercial	X	X	X	X	X	X	X
Industrial	X	X	X	X	X	X	X
¹ Tenant Improvements	X	² ?	X				X
Certificate of Occ.	X						
Cell Site Towers/Antenna	X	X					

NOTE: Job cards shall be signed off by each required Department whether or not a field inspection is required.

¹ Building Department will sign off last (after Fire (and Planning if necessary)) on Tenant Improvements that already have power, to insure compliance with requirements of all affected departments.

² If the site landscaping or parking were altered as part of the tenant improvement, call the Planning Department to determine if an Occupancy Inspection is required from them as well.

³ Vista Irrigation District (VID) is a separate entity not governed by the City of Vista.

⁴ Allow up to one week for inspection. A landscape certificate from your Landscape Architect is required for inspection.