



Town of Atherton
Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560

Inspection Scheduling & Permit Center Hours

The Town of Atherton Permit Center is open from 8:00 am to 11:00 am and 1:00 pm to 4:00 pm. Consulting on general building issues and permit applications will be accepted between these hours. Planning issues can be addressed on Tuesdays and Thursdays from 8:00 am to 11:00 am and 1:00 pm to 4:00 pm, or by appointment.

<u>Building Department</u>	Main Number	(650) 752-0560
<u>Building Department</u>	Inspection Requests:	(650) 752-0542
<u>Planning Department</u>	Main Number	(650) 752-0544
<u>Public Works Department</u>	Main Number	(650) 752-0570
<u>Arborist</u>	Main Number	(650) 752-0526
<u>Building Department</u>	Fax Number	(650) 688-6539

Inspection Guidelines

To schedule an inspection, please call (650) 752-0542. Please provide the following information:

1. Permit Number (If you have multiple permits call each one separately)
2. Job Site Address
3. Description of Inspection Request (please state each needed inspection so we can accurately schedule the time)
4. Name of Person Requesting Inspection
5. Job Site Phone Number, or Cell Phone Number

*** * *There must be someone present on the job site during the inspection
with the approved job plans and job card. * * ***

Lead Time:	Inspections received before 2pm on the business day before you need the inspection, will be scheduled the following day. You will receive your requested inspection unless otherwise notified.
Inspection Hours:	Morning inspections are usually between 8:00 am and 12 noon, with afternoon inspections beginning at 1:00 pm until approximately 4:00 pm.
Time of Inspection:	Call (650) 752-0561 the morning of your inspection to find the approximate time your inspection is scheduled for.
Cancellations:	If you must cancel an inspection, please do so no later than 8:00 am on the day of your inspection.
Final Inspections:	Many Building Permits also require a sign off on Landscape Screening, Grading & Drainage, final inspection of Encroachment permits and the Planning Department, as well as a sign off from Menlo Park Fire and a Sub Contractor List, before the actual Building Permit may receive a Final Inspection.