



CITY OF OAKLAND

Planning and Building Department  
250 Frank Ogawa Plaza, 2<sup>nd</sup> Floor  
Oakland, CA 94612

**CODE ENFORCEMENT ROUTING SLIP**

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Complaint # \_\_\_\_\_ Applicant Name & Phone # \_\_\_\_\_

Spec. Combo Insp. \_\_\_\_\_ Counter Staff. \_\_\_\_\_  
(print name) (print name)

**Please direct all permit applicants with open Code Complaints to the Inspections Counter**, to meet with the assigned Code enforcement Inspector (8-10 am M-F, except Wednesday 9:30-10:00 am), by scheduling an appointment with the Code Enforcement Inspector, or meet with their Supervisor. Must have the Permit Application worksheet completed prior to consultation. Please provide all plans and documentation.  
Inspection staff must complete and sign this form before related building permit applications may be processed.

**Please Check boxes below:**

YES NO

- Is this work related to the complaint on this address/parcel? If "NO" please sign form.
- Does permit description accurately describe work required to abate violation?  
If not, change description to: \_\_\_\_\_
- Need Zoning information before plans are prepared? (eg.: setbacks, height, parking, # units, etc.)
- Are plans required?
- Has the work commenced?
- Do I apply double (2x) fee? If "NO", explain \_\_\_\_\_
- Has the trade(s) work commenced? If yes circle which E, P, M.
- Valuation Correct? If NO, provide estimate here \$ \_\_\_\_\_
- Is field check inspection required?
- Could this be an OTC permit?
- Is it ok to process application and route to Zoning, Plan Check, Etc.?
- Are PHOTOS Required?
- Permits must be finaled by \_\_\_\_\_

**NOTE: C.E. Inspector** must attach a list of violation to this form.

Other permits required: Electrical Plumbing Mechanical Encroachment Obstruction  CGS  
Other \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

Spec. Combination Inspector: \_\_\_\_\_ Date: \_\_\_\_\_