



City of Pacific Grove
COMMUNITY DEVELOPMENT DEPARTMENT
300 Forest Avenue, Pacific Grove CA 93950
www.ci.pg.ca.us
(831) 648-3183

Public Notice

Building Division Changes

Effective September 1, 2009, Building Permit applicants will have the opportunity to obtain Pacific Grove Building Division related services at two locations.

The public counter for building services at Pacific Grove City Hall will be open Monday through Friday 8:00 AM – 12:00 PM. The counter for building services will be available at the Monterey City Hall from Monday through Thursday 12:30 PM – 5:00 PM, and on Friday 1:00 PM – 5:00 PM. Monterey City Hall is located at 580 Pacific Street.

These changes do not affect the Pacific Grove Planning and Housing Divisions. Planning and Housing services will continue to be provided exclusively at the Pacific Grove Community Development Department.

Beginning September 1, to schedule all Building Division inspections, please call a dedicated phone line per the following instructions:

VOICE MAIL INSPECTION INSTRUCTIONS

PHONE NUMBER: 646-3890

When calling to set up an inspection, please have the following information available:

- ◆ the PERMIT NUMBER;
- ◆ the JOB ADDRESS- please include the street name and number;
- ◆ the TYPE OF INSPECTION needed;
- ◆ the DATE the inspection is requested for; and
- ◆ the NAME and PHONE NUMBER of whom to contact with questions. No confirmation call will be made.

PLEASE NOTE:

- ◆ For inspections you need not be present. The plans and job card must be left at the site for inspector review;
- ◆ permits expire 180 days after issuance or last inspection;
- ◆ inspection requests received before 2:00 pm will be scheduled for the next business day; and
- ◆ requests received after 2:00 pm may be scheduled on the following business day.