



BASIC INSPECTION GUIDELINES

Department of Building Services
Spokane City Hall, 3rd Floor
808 W Spokane Falls Boulevard
Spokane WA 99201-3343

Phone: (509)625-6300
Fax: (509)625-6822
www.buildingspokane.org

All work for which a permit is issued requires at least one inspection. Separate permits with separate inspectors are required for all electrical, heating, air conditioning, structural, plumbing, boiler, and elevator work being completed.

General Order of Inspections

- 1. For New Construction & Additions** ~ the first inspection is by a Building/Plumbing Inspector after the excavation, but BEFORE pouring the footing. After foundation walls are installed a foundation wall inspection is required. If there is underground plumbing and/or a radon system, these must also be inspected BEFORE covering.
For Interior Alterations/Remodels of Existing Buildings ~ the first inspection generally begins at the framing inspection stage. In addition to the Building Inspector, contact the appropriate Electrical/Mechanical Inspector for rough wiring and/or HVAC work.
- 2. Continue New Construction & Additions to the Framing Inspection Stage.** At this point, call for rough electrical, heating/air conditioning, and plumbing inspections for approval.
- 3. After the rough-ins are approved, contact the Building Inspector for a Framing Inspection.** After insulation is installed, an additional structural inspection is required.
- 4. The Final Inspection Stage is next and covers all finished work.** As electrical and heating/air conditioning work is completed contact your Electrical/Mechanical Inspector for final inspection. Contact your Building/Plumbing Inspector for final inspection once they are completely finished.
- 5. Certificate of Occupancy** ~ 10 days prior to completion, contact the Certificate of Occupancy Coordinator by calling 625-6106 to arrange for Certificate of Occupancy Inspections performed by other departments. Approvals from Fire Protection Services, Engineering Services, Transportation, Public Works, the Health Department and others may be required prior to use and/or occupancy of the premises.

A Re-Inspection Fee of \$75 per incident can be assessed for work that is not ready; for previously identified corrections remaining uncorrected; or when the site is not accessible.

Typical Inspection Order

1. Foundation/Excavation/Slab
2. Underground Plumbing/Interior Drainage
3. Radon
4. Rough Plumbing
5. Rough Heating, Venting, & A/C
6. Rough Electrical
7. Framing
8. Insulation
9. Final Plumbing
10. Final Heating, Venting, & A/C
11. Final Electric
12. Final Structural

Scheduling Inspections

The Inspector's name & phone # can be found on the middle of your permit just above the fees.

Call between 7:30am & 8:30pm on the day you want your inspection. (Monday - Friday)

Know your Permit Number, the Job Address, and the Type of Inspection when calling.

Contractors may also register online at www.spokanepermits.org to schedule inspections 1 day in advance.