



Development Services Center

INSPECTION PROCEDURES

The following procedures will outline some steps/inspections that must be taken during your permitted project, and then obtaining a final inspection on a typical construction/remodel project:

HOMEOWNER PERMITS:

On some projects, the contractor will request homeowners obtain permits or it may even be written into your estimate/invoice. Be aware that as a permit applicant you would be responsible for the work and any corrections identified. Certain restrictions apply if the house is being remodeled for sale by a homeowner. Please consult the permit specialist for details.

CONSTRUCTION GUIDANCE:

The inspectors are prohibited from assisting in planning work or engineering a project. We will only inspect work that has been accomplished for code compliance. If you are not familiar with the requirements for your project, you need to seek advice from a professional or other experienced person. The Building Department help desk is available to answer code related questions and review of construction drawings; the Help Desk will not design a project for you.

PERMIT POSTINGS:

Each permit must be posted at the location of the work being performed and readily accessible to the inspector. If located outside and exposed to the weather it must be protected from water damage. The inspector will leave the results of their inspection at the posted permit location, and the inspection results will be available the next business day online at www.buildingspokane.org and selecting the "Online permit system" link in the middle of the page. In some cases the results are available the same day.

ADDRESS:

The location of the work being done must have an address clearly visible from the street. If an address is not posted, the inspector will not perform the inspection, and you may be assessed a re-inspection fee.

ACCESSIBILITY:

It is the responsibility of the permit applicant to make the job accessible to the inspector. Inspectors are prohibited from entering an occupied or unoccupied building that has tools, personal belongings, or other valuables, without an adult 18 years or older on site. If an inspection is called for and the job is not accessible, or the only person on site is younger than 18, the inspector will assess a re-inspection fee and cannot perform a re-inspection until the fee has been paid.

APPROVED PLANS:

Projects that require approved plans must have the approved plans posted at the site with the respective permit. If the inspector cannot view the approved plans, the inspector will not perform the inspection and may have to assess the re-inspection fee and return when the approved plans have been posted or are available on site.

INSPECTIONS:

It is the responsibility of the permit applicant to call for or make arrangements for inspections. It is also the applicant's responsibility to know what inspections are needed before work is covered up. On the back of this form is a chart of information identifying some required inspections. If you are unsure, please call the inspector on your permit for information. Please leave your questions on our voice mail if you do not reach us personally. Inspectors are in the office to schedule their work day between 7:30 and 8:30 AM and are not always able to respond to all calls. Same day inspections cannot be guaranteed due to current staffing levels. Inspection requests may also be called in one day in advance of the desired inspection date and again the day of inspection. When calling for an inspection please have your permit numbers available for the inspector. Inspectors cannot and do not verify property lines. Proper identification of property lines is up to the contractor and/or property owner. Any dispute between neighbors is a civil matter. Do not assume calling for a final inspection on one permit will trigger inspections on other permits. You must identify each permit you need an inspection to the inspector listed on the permit.

CERTIFICATES OF OCCUPANCY:

Contact the Certificate of Occupancy Clerk at 625-6106 for questions and details.

INSPECTIONS REQUIRED	INSTRUCTIONS
FOOTINGS	All footing forms must be set as indicated by the approved plan, the approved plan must be on site, and property corners identified. Cement pours should not be scheduled for the same day as inspection. Electrical UFER grounds required in new footings will also need to be inspected at this time prior to concrete pouring.
FOUNDATIONS	All steel must be tied in place, sized, and spaced as indicated on approved plans, and forms set for proper dimensions.
U/G PLMBG	All piping must be in place, properly supported, under test, and exposed for inspection.
ROUGH-IN/TOP OUT PLUMBING	All plumbing in place, supported, protected, and under the appropriate test.
ELECTRICAL ROUGH-IN WORK	All wiring must be roughed in, cable jackets properly stripped, ground wires spliced, and inspected prior to insulating or sheetrocking. Underground wiring must be inspected prior to ditch cover. "UFER" ground installation must be verified in footings prior to cement pour where UFER's are required (typically new construction).
MECHANICAL COVER	All vents/ducting installed, joints screwed or secured as needed, supports installed, gas piping pressure tested; whole house fans and fresh air provisions identified.
FRAMING	All framing, blocking, mechanical ducting, piping, wiring, backing, and windows installed.
INSULATION	In addition to insulation installation, include all: caulking, sealing, vapor barrier, and insulation stops to be in place. Attic access to be provided as needed.
FINALS	ELECTRICAL: devices and cover plates installed, power on; PLUMBING: fixtures installed, caulking where required, water on; MECHANICAL: Devices operational, termination devices installed, BUILDING: all guards and barriers in-place, debris disposed of, final grade established and called for prior to occupancy or use. APPLICANT IS RESPONSIBLE TO MAKE ARRANGEMENTS FOR INSPECTOR ACCESS ON ALL FINAL REQUESTS.
ROOFS – TEAR OFF (PITCHED ROOF)	No more than a total of two layers of roofing are allowed. If removal is required, all layers must be removed to decking. A deck inspection must then be called for when new paper and ice shield have been installed. Flashing on vertical walls and chimneys must be "counter-flashed" unless manufacturer has other specifications. Proper venting of attic spaces needed. Final inspection called for when completely finished.
ROOFS – COVER OVER (PITCHED)	Deck inspection called for to verify condition of existing roof and number of existing layers prior to the installation of shingles.
ROOFS – FLAT	Engineering letter required at time of application submittal for covering over existing layers. A roof deck inspection is <i>required</i> prior to installing new layers of flat roofing.
EXPIRED PERMITS	Your permit will be considered abandoned if work has not commenced within 6 months of issue date. A new permit will then be needed. Permits with active work normally expire 12 months after date of issue. Contact your inspector to see if you are eligible for an extension.

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My Spokane

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