



Building Services
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GEN-04
Inspections –
Basic Guidelines

All work for which a permit is issued requires you to call for an inspection. Separate permits are required for all electrical, mechanical, building, plumbing, boiler, and elevator work being completed. Following is a **General Order of Inspections**

1. For New Construction & Additions The first inspection is by a Building/Plumbing Inspector after the excavation, but **BEFORE** you pour the footing. After foundation wall panels are installed a foundation wall inspection is required. If there is underground radon, plumbing, mechanical or electrical work, you must also request an inspection **BEFORE** covering.

For Interior Alterations/Remodels of Existing Buildings The first inspection generally begins at the framing inspection stage. In addition to the Building/Plumbing Inspector, call the appropriate Electrical/Mechanical Inspector for rough-in wiring and/or mechanical work. Ask them about any other inspections that may be required.

- 2. Electrical, mechanical, and plumbing inspections must be approved prior to the framing inspection.
- 3. After the approved framing inspection, an insulation inspection is required.
- 4. The Final Inspection stage is next and covers **all finished work**. Contact your Electrical/Mechanical Inspector and your Building/Plumbing Inspector for Final Inspection Approval once the project is completely finished.

NOTE: 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.

5. Certificate of Occupancy (CO) Ten days prior to completion, contact the Certificate of Occupancy Coordinator at (509) 625-6106 to arrange for CO Inspections performed by other departments. An approval from Fire Protection, Landscaping, Parking, Engineering Services, Transportation, Public Works, the Health Department and others may be required prior to use and/or occupancy of the premises.

Typical Inspection Order
1. Temporary Power Service
2. Foundation/Excavation/Slab
3. Underground Plumbing/Interior Drainage
4. Radon
5. Rough Plumbing
6. Rough Heating, Venting, A/C, Gas Pipe
7. Rough Electrical/Panelboard/Service
8. Framing
9. Insulation
10. Final Plumbing
11. Final Heating, Venting and A/C
12. Final Electric
13. Final Building (Structural)

Scheduling Inspections
1. Call your Inspector between 7:30 a.m. and 8:30 a.m. for same-day inspection (Mon-Fri). His name and phone number are on your permit, just above the fees.
2. Know your Permit Number, the Job Address, and the Type of Inspection you're ready for that day.
3. Contractors may also register online to be able to schedule inspections one day in advance.