



Applicant's Responsibility Bulletin # 32

Department of Planning and Land Services, June 2007
Division of Building Safety and Inspection for 2006 I Codes

APPLICANT'S RESPONSIBILITY FOR INSPECTIONS

1. INSPECTION & STATUS LINE (PASS)/WEBSITE: 253-798-7290 or 253-798-4900 <http://www.co.pierce.wa.us/cfapps/dcis/PermitInspsearch.cfm>

A permit number **MUST** be provided in order to schedule an inspection. If you are using the website to schedule inspections your registration information **MUST** exactly match either the owner or applicant information on the face of the permit. Inspections requested before 11:00AM will be assigned the next workday. Workload determines actual date of inspection. Inspections not made the day they are scheduled will be carried over; to be inspected the following workday. Work cannot continue until the requested inspection is approved. If you need to make arrangements or leave special instructions with an inspector, first set up inspection on PASS line or the website, and then call the inspector's voice mail. Be sure to leave your permit number and phone number and brief message for a return call. Building Inspectors can be reached personally at the numbers listed below between 7:00 and 8:00AM Monday through Friday except County observed holidays.

Sam Ball 253-798-7224	Dan Buchignani 253-798-2606	Garry Gibson 253-798-7152
Ken Jackson 253-798-7167	Harry Matson 253-798-7255	Tom Smith III 253-798-2786
Charles Stenerson 253-798-7208	Brad Trepus 253-798-2195	Bruce Vogt 253-798-7164

2. THE APPLICANT IS RESPONSIBLE TO SCHEDULE ALL INSPECTIONS AS

NOTED: The applicant is responsible to have all private street signs in place and have the address posted on the lot.

Note: Temporary address signage may be used during the construction.

INFILTRATION TRENCH: Inspect before covering the trench. Sump structure, piping and washed gravel must be in place and a smooth sided stake must be provided to confirm the trenches depth.

FOOTING, FOUNDATION & SETBACK INSPECTION: An inspection is required **BEFORE** placing any concrete. Inspections are made after all excavation and after forms are erected with required reinforcing (rebar) material installed. **Property lines shall be identified by corner pins.** Property line shall be further identified by string line if the building is to be placed within two (2') feet of the minimum setback. Wetlands shall be clearly delineated and shoreline high water mark clearly identified.

WATER SERVICE: The water service line from the meter to the house will be part of the County inspection responsibility. Inspection will cover pipe material, depth of pipe, separate trench or shelf from building sewer and protection when passing through or under the footing. **Inspection of the water service should be done during one of the other regularly scheduled inspections.**

GROUND WORK: Inspect before back filling or pouring and after all plumbing drain, waste, vent and supply lines are installed which will be under slab and are under pressure test. This is also the time for any under slab insulation to be inspected.

UNDER FLOOR: Inspection will be for plate anchor bolt and washer size, braced wall line anchor straps, braced wall panels in crawl space, beams, floor joist size and spacing, the location of required double joists under interior braced wall lines. And the removal of wood or cardboard forms on the footings and pier pads.

FLOOD FRINGE: If you are building in a flood fringe you are required to obtain an elevation certificate. This must be done prior to the Final Building Inspection. Call 798-3749 for information.

EXTERIOR SHEAR WALL: Inspection of engineered braced wall panels in the exterior wall shall be made prior to covering with siding. **Option:** If requested and approved prior to cover, the applicant may have the design engineer or architect inspect the exterior braced wall panels for compliance with the design.

ROUGH-IN INSPECTION: Inspect after the plumbing and mechanical systems are installed and ready for inspection. Service water pipe and drain waste and vent piping shall be under water or air test, except single family and duplex Group R, Division 3 buildings. Group R-3 shall be tested as required by the plumbing code and the test observed by the plumbing contractor and should be verified by the general contractor.

NOTE: The plumbing and mechanical rough-in shall be called for at the same time as the framing for single family and duplex Group R, Division 3 buildings. This helps the Building Division perform more inspections, thereby serving more people.

COMBINED FRAME INSPECTION: This inspection option is required for single family and duplex, Group R, Division 3. They shall have the rough-in mechanical (heating system), plumbing and frame inspection performed at the same time.

FRAME INSPECTION: Inspect after the plumbing and mechanical systems are installed and ready for inspection and all framing, fire-blocking, bracing, pipes, chimneys are complete, roofing installed and windows in place and pre-caulk complete. Electrical must be "Approved for Rough-In Service." Water pipe and drain waste and vent piping shall be under water or air test, except single family and duplex Group R, Division 3 buildings. Group R-3 shall be tested as required by the plumbing code and the test observed by the plumbing contractor and should be verified by the general contractor.

CEILING: In non-residential construction with drop ceilings an inspection of the ceiling grid is required prior to the installation of ceiling tiles. Contractor shall verify seismic bracing requirements and schedule an inspection prior to placing ceiling tiles.

ENERGY / INSULATION: Inspect after the frame has been approved and the structure has been completely dried in, insulated and caulked. Windows and insulation shall have their rating labels attached, insulation batts shall be labeled and heating duct insulation values identified.

WALLBOARD: Wallboard inspections are required on all commercial, multifamily and fire rated single family.

SPECIAL INSPECTION REPORTS: Items that required **special inspector** review must have all final reports submitted to area building inspector before final inspection. The required special inspection reports should be listed on the inspection report.

FIRE ALARM & SPRINKLER SYSTEMS: The Fire Prevention Bureau inspects alarm and suppression systems including water service lines for standpipes and hydrants. Call (253) 798-7179 to schedule an inspection. Systems must be inspected before covering.

PRE-FINAL: A pre final inspection may be requested whenever "Holds" are in place preventing the Final inspection from being scheduled. This will allow for a building code inspection while you take care of satisfying the "Holds".

FINAL BUILDING INSPECTION: Final inspection is made after the grading is completed, the site is stable and the building is complete and ready for occupancy. Address and street name signs shall be posted. Most non-residential and multi-family projects are required to have all required landscaping, parking lot, storm drainage and any public improvements installed prior to final building inspection approval. It is the applicant's responsibility to coordinate with the various department inspectors to obtain approval of these items before calling for a final building inspection.

OCCUPANCY: Homes shall not be occupied without an approved final inspection. Business and commercial occupancies shall have a Certificate of Occupancy (CO) issued prior to occupying the building or space. The CO shall be posted in the business or tenant space. Occupancy without an approved final inspection or CO is a violation of County Code and violators may be subject to substantial fines and/or vacation of structure.

3. REFUNDS: An 80% refund of the permit (not plan review or surcharge) may be requested in writing within 180 days from the date of issuance if no work has started.

4. REINSPECTION FEES: Also see Bulletin #12. A \$110 fee is charged for each occurrence of the following:

- *Not ready/corrections not made from previous inspection.
- *Approved plans not available at job site.
- *No access to site and/or building.
- *Address or lot identification not posted.

Pay On-Line^{##}

No additional inspections will be done until the re-inspection fee is paid.

5. EXPIRATION OF BUILDING PERMITS:

Your permit will expire if you have not started the work within 180 DAYS after the date the permit is issued. If you are unable to begin work and do not call for and receive an inspection within this time period, the permit will automatically expire. If you know that you will not be able to begin construction you may request a 180 day extension. You must make the request for extension in writing **BEFORE** the permit expires.

Once the work has begun you may not abandon (stop working) the work for more than 180 days. If you do not request and receive an inspection within 180 days of the date the permit is issued or since the date of the last inspection the permit will automatically expire. If you know that you will have to suspend work for more than the 180 days you may request a 180 day extension.

You must make the request for extension in writing BEFORE the permit expires.

No permit will be extended beyond five (5) years from the date the permit was issued. At the end of five (5) years you will be required to obtain a permit for the work remaining.

** Re-inspection Fee can be paid On-Line at:

<http://www.co.pierce.wa.us/cfapps/dcis/reinspectionsearch.cfm>

www.piercecountywa.org/pals