



#6 – REQUIRED INSPECTIONS

APPLICANT’S RESPONSIBILITY FOR REQUIRED INSPECTIONS

- 1) **INSPECTION & WEBSITE: (360) 532-9230**
<http://www.cosmopoliswa.gov>

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. When using the website to schedule an inspection, go to the menu and click on “Contact Us”. Go to the bottom of the page and click on the e-mail address for the Building Official.

Workload determines actual date of inspection. Most inspections will be scheduled after 10:00am. 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 the inspector, please call City Hall @ 360 – 532-9230 and set up the inspection and advise of the special instructions to have the inspector call back.

- 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 construction

INFILTRATION TRENCH: *(When applicable)* 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 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’) 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 City’s 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 braced wall lines. And 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 (360) 532-9230 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 design engineer or architect inspect the exterior braced wall panels for compliance with the design.

ROUGH-IN/FRAME 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.*

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: A fire alarm and sprinkler system inspection is required when applicable. The inspection includes the water service line for standpipes and hydrants. 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 INPSECTION: 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 City code and violators may be subject to substantial fines and/or vacation of structure.

3) EXPIRATION OF BUILDING PERMIT:

Your permit will expire if you have not started 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 **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 BEFORE the permit expires. Request can be made by:

Letter: City of Cosmopolis
Attn: Building Official
POB 2007
Cosmopolis, WA 98537

E-mail: bsidor@cosmopolis.us.com

Phone: (360) 532-9230

Fax: (360) 532-9215 Attention Building Dept

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.