



Building Inspection Process

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For alternate formats, call 206-296-6600.

CUSTOMERS WITH ISSUED BUILDING PERMITS

The Department of Permitting and Environmental Review's (Permitting) building and fire inspectors inspect residential and commercial building projects that are under construction in unincorporated King County for compliance with King County Building Codes. This handout is intended to provide information on procedures, expectations, and contact information for the following types of questions:

- Work within cities? Contact the local jurisdiction.
- Plumbing permits and gas piping permits? Contact King County Health Department at 206-296-4932.
- Electrical permits and power pole permits? Contact Washington State Dept. of Labor and Industries at 425-990-1400 Bellevue (N), or 206-835-1111 in Tukwila (S).
- Permitting Inspections Contact 206-296-6600
- Permitting Permit process technical code Telephone 206-296-6600.

Scheduling building inspections

Scheduling a Building inspection can be made 24-hours a day, 7-days per week, either go

- Online: Go to <http://inspections.kingcounty.gov> for online scheduling of building and fire inspections for new construction. Be sure to have your permit number and three-digit inspection code on hand.
- Telephone: Call 1-888-5-INSPECT (1-888-546-7728). Call this automated 24-hour inspection request line to schedule or cancel building inspections, fire inspections, or preconstruction conferences.

Turnaround time for land-use inspections

Response time to inspection requests is dependent on several factors including: number of inspection requests, staff availability, location of sites and the type of inspection. Foundation, mechanical/furnace permits and previous day "not-made" inspections are considered priority inspections. If we are unable to perform the inspection for the day requested, we will attempt to contact you if you have provided your contact information. You may also call the land-use Inspection Section, after 9:00 am, at 206-296-6600, to determine if your request has been assigned for that day. Our inspectors are unable to provide a specific time that they will conduct their inspection, so please make sure the construction site is accessible.

Contacting Department of Permitting Inspections

The Permitting Inspectors can be reached at 206-296-6630. Building inspectors are available via telephone from 7 to 8:30 a.m., Monday through Friday.

Approved building plans and permits

Approved plans must be on-site. It is the responsibility of the applicant and contractor to have the approved plans on the job site and to make inspection requests at the appropriate time and after any required approvals - such as plumbing and electrical inspections - have been completed. All required and approved permits must be posted, or readily available, on the site including fire, plumbing and electrical permits. Failure to provide these documents can result in no inspection and may incur a re-inspection fee.

Preconstruction conference

A preconstruction conference is required for all commercial and multifamily projects. A preconstruction conference also may be required for projects with significant site and building issues such as wetlands, shorelines, floodplain, geotechnical, steep-slope, erosion hazard, drainage, excavation near a property line, etc. A notice and condition will be added to the permit package if a preconstruction conference is required. When requesting a preconstruction conference online or by telephone, please allow up to two working days for the conference to be scheduled.

Revision resubmittal

Construction of the building and site improvements are required to be completed in accordance with the approved permit, plans and conditions. If changes are required to the design following permit issuance, the modifications need to be approved separately. Minor field changes should be discussed with the building inspector or plan reviewer to determine how and if the change is allowed. Major modifications will typically require submittal of a separate revision permit to the Permit Services Center. The revision permit number is assigned and the revised plans are routed to the appropriate review disciplines. Work associated with the major modifications cannot begin until the separate revision permit has been reviewed, approved and issued.

Permit expiration and permit extension

King County building permits are valid for one year from the date of issuance. A permit extension is required if all required work is not completed by permit expiration. Permit applicants are notified of the permit expiration 30-days prior to the expiration if the permit has not received final inspection approval by that time. Permit extensions will be granted in accordance with King County Code (KCC) upon payment of the appropriate fees. Contact the BIS at 206-296-6630 for additional information about the permit extension process. If your permit expires you may be required to submit a new permit application to complete the work.

Check out the Permitting Web site at www.kingcounty.gov/permits

TYPICAL REQUIRED INSPECTIONS FOR BUILDING PERMITS

Site inspections

Erosion and Sedimentation Control (ESC): All ESC measures must be installed when the site is cleared. ESC measures are identified in a 'Notice to Customers' form which is included in your permit package. This notice is also available at the Permitting Services Center. ESC measures must be maintained throughout construction. ESC measures are verified at the first foundation inspection and monitored during all subsequent inspections.

Drainage inspections: The King County Surface Water Design Manual (KCSWD) requires that drainage facilities for single family residential construction be installed in accordance with small project best management practices (BMPs). These BMPs include infiltration, dispersal and routing surface water to an approved facility. Inspections for drainage facilities may be combined with other inspections or may require a separate inspection.

Building inspections

Foundation inspection: The foundation inspection occurs after the building pad excavation has taken place. For concrete foundations, forms and reinforcing steel must be in place. Inspection approval is required prior to placement of concrete. For pole structures, the holes must be excavated and cleaned out. For pile foundations, special inspection by an approved agency is usually required. At the foundation inspection, inspectors check building placement per the approved plan, setbacks (from property lines, easements, critical areas and buffers, etc.), soil conditions, ESC, critical areas requirements, forms and reinforcing steel, hold downs and special frame anchors, and any other requirements specified in the approved plans and permit conditions. Property lines must be identified by the owner or contractor.

Underfloor inspection: The underfloor inspection is intended for structures with crawlspaces. This inspection occurs when all girder beams, posts, joists, piers and hold-downs are installed and prior to floor sheathing attachment. Inspectors check the size and location of floor framing and lateral resistance elements for conformance with the approved plan.

Shear wall inspection: Shear wall inspections are necessary when a specific structural design for lateral restraint panels is required in the approved plans. The inspection occurs when the framing, hold-downs, sheathing, attachment and strapping are in place in accordance with the approved plans. Elements of shear panels should be left exposed until inspected and approved.

Framing cover inspection: The framing cover inspection occurs when construction of the building framing is complete, plumbing rough-in is completed and approved, electrical rough-in is completed and approved, and the windows and roofing have been installed. Insulation should not be installed at the first framing inspection. Inspectors verify that structural, ordinance and life safety requirements visible at the framing inspection are in conformance with the approved plans. If required, the fire sprinkler system requires rough-in approval prior to framing cover approval. If required, the FEMA Flood Elevation Certificate must be received and approved for elevation requirements prior to framing cover approval.

Energy inspections: Elements of energy inspections include foundation wall and slab insulation; infiltration barriers; wall, ceiling and under floor insulation; windows; gasketing; and whole house fans. Inspectors provide spot check inspections of these elements at the appropriate inspection for conformance with the approved plans and energy code.

Final inspection: The final inspection occurs when all work required by the approved plans and permit conditions and applicable codes has been completed. Building elements inspected at the final inspection include the occupancy separation between the house and attached garage, egress requirements (including stairs, handrails, guardrails, ramps, porches, doors and landings), smoke alarms, decks, etc. Site elements inspected at the final inspection include impervious surface, drainage facilities, final site stabilization and completion of all critical areas requirements and mitigation. This includes final plumbing inspection approval and septic system as-builts approvals as required. A required fire sprinkler system or fire access mitigation must have final inspection approval. A required FEMA Flood Elevation Certificate must have final approval by the Permitting Department.

Temporary Certificate of Occupancy (TCO): Temporary occupancy may be granted by the building inspector if there are minor corrections noted at the final inspection. Temporary occupancy will not be granted for a building or portions of a building if there are outstanding life safety requirements that have not been mitigated in an approved manner. Temporary occupancy also will not be granted if there are outstanding site issues that create an environmental, drainage, erosion and/or traffic hazard. All outstanding fees due to the Department of Permitting must be paid prior to temporary occupancy approval.

Final Certificate of Occupancy (CO): A Final CO will be issued upon completion of all requirements of the approved plans, permit conditions, approval of related ancillary permits and approval from other applicable agencies. All outstanding fees due to the Department of Permitting must be paid prior to issuance of the Final CO. For single family residential projects, final approval of the inspection record card shall serve as the Final CO document.

Check out the Permitting Web site at www.kingcounty.gov/permits