



## Tips for Successful Building, Plumbing and Mechanical Inspections

1. Obtain a permit BEFORE beginning construction work.
2. Have the address clearly posted at the job site. If it doesn't match the address on your permit, call Building Services at **253-856-5412** between 7:00 and 8:00 a.m. Press "1" for Building Services.
3. Limit the number of permits for a particular project. Combine all the work onto one application whenever possible. If that isn't possible, keep all plumbing work on one permit and all mechanical work on one permit. The fewer permits you have, the easier your project will be to manage.
4. Call for your inspection AFTER you have completed the work to be inspected and AFTER you have made any noted corrections. Don't try to call ahead of that time, expecting to be ready by the time the inspector gets there. Requesting inspections before you are ready can result in reinspection fees for you.
5. Make sure the inspector can get access to the work. Let someone know the inspector is expected, and let that contact person know where the plans and permit are.
6. Have your Permit(s), Job Card(s) and Approved Plans on Site. This includes all revisions. Inspectors can only inspect to the approved plans.
7. When calling for your inspection, have these items ready:
  - a. IVR number(s) for your permit(s)
  - b. Inspection Code(s) for all inspections needed
  - c. Pen and paper to write down your confirmation number.
8. Call in requests for each permit that needs to be inspected.
9. Call for a pre-construction inspection (code 1029) if you are not sure about some instructions on your plans, or have some special issues.
10. Be sure to have any animals secured before the inspector arrives.
11. If you need to talk to the inspector, call 253-856-5412 between 7:00 and 8:00 am the scheduled day of the inspection. Press "1" for Building Services. They are not available by phone after they leave the office.
12. Have someone at the job site to meet the inspector and answer questions. If you are unable to have someone at the job site, call to let the inspector know this early in the morning of the inspection.
13. Construct your project according to the approved plans. Discuss any possible revisions with your inspector BEFORE you make them. Often, additional plan review is required, and your project can be delayed.
14. Know which building, mechanical, and plumbing permits have been issued for your project. Keep track of them.
15. If your permit does not include mechanical items, or plumbing items, do not ask for those types of inspections. Look carefully at the SCOPE of WORK section and PERMIT ITEMS sections on your permit to see what inspections should be done.
16. Have the correct permit for the inspector to sign.
17. Even if you think the inspector signed off an extra inspection or will make a point of driving to your project the next day, call in those inspection requests to the IVR request line. Unless the request is called in to the IVR line, the inspector will not come to the job site.
18. Do not cover or conceal any work before it is inspected and approved by City inspectors. This will save you time and money.
19. Ensure that your electrical permit is signed

off before you call for a FRAMING (1042) inspection. Have the Electrical permit sign-off available for the inspector to see.

20. Once your permit has been given final inspection approval, double-check the status on our web-site to ensure that our records match yours. If you called in the wrong permit number or handed the inspector the wrong inspection card, there could be discrepancies in our computerized records. We will be glad to help you ascertain whether all inspections have been recorded for all permits on your project.

21. If you need an extension, request it in writing at the Permit Center **before** the expiration date listed on your permit.

**Following are some of the most common Inspection Failures:**

1. No Access or Address not posted
2. Approved plans, permit, and/or inspection record not available to inspector
3. Not ready for inspection
4. Not constructed and/or installed according to the approved plans
5. Work being done without a permit
6. Work covered without inspection approval
7. Inadequate connections
8. Fire blocking missing
9. Improper stair and/or guard construction
10. Improper stud-wall framing methods or materials
  - a. Inferior lumber or damage to lumber
  - b. Sole (bottom) plate not treated
11. Inadequate shear walls
12. Inadequate floor or roof framing

<b>Typical Sequence of New Residential Inspections</b>			
<b>Type of Inspection</b>	<b>Explanation</b>	<b>Conditions</b>	<b>IVR Inspection Code</b>
Footings		Call after forms in place and ready for concrete.	1013
Stem Walls			1049
Underfloor		Call prior to any decking	1051
Underground Plumbing	Not always applicable		1052
Drainage Infiltration	Not always applicable		1079
Water Service	Property Line to House	Trench must be open. Test @ 100 PSI or working pressure	1054
Exterior Sheathing			1008
Roof Nailing		Provide Ladder	1040
Gas Piping		Builder must provide testing equipment	1014
Rough Mechanical			1043
Rough Plumbing		Under Test. 10' water head test or 5 PSI AIR-DWV	1044
Rough Framing		1043, 1044, and 1014 must be approved before this inspection can be done. Electrical rough-in inspection must also be approved.	1042
Insulation, Wall			1023
Gypsum Wallboard, Interior			1017
Vapor Barrier	Can be Visqueen, Kraft faced insulation or an approved PVA.	Inspector must be present when PVA applied	1053
Final Mechanical		Must be approved before 1009 can be approved.	1010
Final Plumbing		Must be approved before 1009 can be approved.	1011
Final Building		All ancillary permits must have final inspection approval	1009

***The City of Kent does not issue Certificates of Occupancy for one- or two-family residences.***