



Planning & Community Development

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Building Inspections



Congratulations! Your permit is issued and you need to call the City or go online to request an inspection. You may use any of the three methods below to request an inspection.

(206) 801-2545 • shorelinewa.gov/inspections •



When you call or go online, you will be asked: the date of the inspection, the permit number, type of inspection, site address, a contact name, phone number where you can be reached, and morning or afternoon inspection preference.

If you call or request online before 7:00 a.m. the inspector will include your request for that same work day. Calls or online requests received after 7:00 a.m. will be scheduled for the next work day.

To assist in helping us prevent unnecessary trips please make sure you and the site are ready for inspection (site must be accessible).

IMPORTANT! Always have your City approved plans (stamped, intact with attachments) and permit card on site for each inspection.

For a building Fire Investigation Report inspection call after the structure has been stripped and the debris removed.

Preliminary Inspection - Buildings, structures, and sites may require a preliminary inspection before issuing a permit. Examples include but are not limited to: Fires, other damage, or work begun prior to permit application.

Required Inspections - Here is a list of required inspections with information to aid you in scheduling your inspections.

- 1. Pre-construction Conference** or “Pre-con” is only required when specifically noted in your permit conditions – call your inspector to see if Pre-con, concrete footing, and setbacks can be done at the same time.

Hours of Operation:

Monday 8:00 am–5:00 pm
Tuesday 8:00 am–5:00 pm
Wednesday 1:00 pm–5:00 pm
Thursday 8:00 am–5:00 pm
Friday 8:00 am–5:00 pm

Permit Processing Ends at 4:00 pm Daily

2. **Foundation, Setbacks and Erosion Control inspections** are scheduled after excavations for footings are complete and any required reinforcing steel is in place. It is at this time that setbacks are verified. For concrete foundations, required forms should be in place prior to inspection. If concrete footing and foundation are poured separately, call for an inspection prior to each.
3. **Storm system/footing drain inspections** may be done at the same time, otherwise not subject to this inspection sequence.
4. **Sub floor inspection** is required if there is a crawl space (before any decking is placed).
5. **Concrete slab and under-floor inspections**, when required, are made after in-slab reinforcing steel, under slab insulation, building service equipment, conduit, piping and other equipment are in place (i.e. **Plumbing Groundwork**) but before any concrete is placed or floor sheathing installed (including the subfloor).
6. **Exterior wall plywood nailing and hold down inspection** is usually scheduled after the roof deck and wall sheathing are placed.
7. **Plumbing Rough-in and gas piping inspections** must be under the appropriate air or water pressure for testing the system.
8. **Electrical Rough-in Inspections** are performed by the WA State Department of Labor and Industries (L&I). Please call L&I at (425) 990-1430 to schedule this inspection.
9. **Fire sprinkler inspections** are performed by the Shoreline Fire Department. Please call the Shoreline Fire Department at (206) 533-6525 to schedule this inspection.
10. **Framing inspections** should be requested only after the following criteria have been met:
 - a. Framing is complete
 - b. Fire-blocking and bracing are in place
 - c. Concealing of pipes, chimneys, and vents is complete
 - d. The following approvals have been obtained:
 - i. Rough-in gas piping
 - ii. Plumbing
 - iii. Electrical
11. **Insulation/vapor barrier (energy efficiency) inspections** are made to determine compliance with the approved plans including, inspections for: envelope insulation R and U values, duct system R value, and HVAC and water-heating equipment efficiency.
12. **Drywall/sheet rock inspections** should be requested:

AFTER Wallboard is fastened in place and Fire-resistant penetrations are installed
BUT BEFORE Joints are taped and finished

(Protection of joints and penetrations in fire-resistance-rated assemblies must not be concealed from view until inspected and approved)
13. **Plumbing final inspections** include completed backflow prevention reports where required.
14. **Electrical final inspections** are performed by the WA State Department of Labor and Industries (L&I). Please call L&I at (425) 990-1430 to schedule this inspection.
15. **Right-of-Way final inspection** if required.

- 16. Site development final inspections** as appropriate. Includes: required landscaping, stormwater control facilities (vaults, catch basins, storm filters, etc.), parking, etc.
- 17. Record/as-built drawing inspections** are scheduled if an inspection is necessary to verify certain aspects of the drawings.
- 18. Building final inspections** are scheduled after all work required by the building permit has been completed. Final inspections of other permits directly associated with the project must be completed prior to final approval of the building permit.

Additional Requirements & Conditions

Accessibility - All construction or work that requires an inspection must be accessible and remain exposed until approved. The inspector will need access to the site between 8:00 a.m. and 3:00 p.m.

Note: inspections can be conducted without homeowner or contractor present as long as the inspector has proper access (**EXCLUDES OCCUPIED PREMISES**).

Approval Required - Work should not be done beyond the point indicated in each successive inspection without first receiving the approval of the inspector. Once the inspector receives your request they will perform the inspection and determine the portion of the construction that is complete, notifying the permit holder or agent of any corrections necessary for code compliance. Any portions that are not determined complete must be corrected and are to remain uncovered until approved by the inspector.

Re-inspection Fee - An unnecessary call for an inspection may result in a re-inspection fee equal to the minimum hourly charge of \$199.00. A few examples of circumstances that may result in additional fees (These are just examples and should not be considered as a complete list):

- Approved plans repeatedly not readily available to the inspector;
- Repeated failure to provide access on the date an inspection is requested; or
- Re-inspection requested of previously required corrections, but the corrections were not made or not ready.

Special Inspections - Certain projects require that additional inspections be performed by special inspectors. This only applies to your project if a "Special Inspection Checklist" has been attached to your approved permit.

Other Inspections - We may find it necessary to require additional inspections of any construction work to ascertain compliance with the provisions of adopted codes and other laws enforced by the City of Shoreline Department of Planning & Community Development such as critical areas/buffers and tree protection.

Inspection Agencies - As an alternative the building official may accept reports from approved inspection agencies, provided these agencies satisfy the requirements as to qualifications and reliability.

Certificate of Occupancy - No building or structure may be used or occupied, and no change in the existing occupancy classification of a building or structure can be made until the building official has issued a certificate of occupancy as provided for in the codes and ordinances adopted by the City of Shoreline.

For residential construction the final inspection and approval serves as the Certificate of Occupancy.

Other permits or components that may require final inspection and approval include – Site Development/Drainage Facilities, Fire Protection Systems, Right-of-Way work, Critical Area Mitigation, Plumbing & Mechanical Systems, and Electrical Work.