

INSPECTION REQUEST LINE

To schedule or cancel an inspection, or to obtain inspection results call:
(253) 835-3050

The IVR system will require the following information to successfully schedule an inspection.

10-Digit Permit Number: _____ - _____ - _____
4-Digit Inspection Code: See codes on reverse
Date of Inspection: Call prior to 4:00 pm for next business day
Phone Number: Best way to reach you during business hours

CONFIRMATION NUMBER

Upon completion of the scheduling process you will receive a confirmation number. **If you do not receive a confirmation number, the inspection was not successfully scheduled.** We recommend that you note your confirmation number for use when communicating with our office about any inspection problems you may experience.

INSPECTION TIME

- Inspections are typically performed between 8:30 and 4:00, Monday through Friday. Though inspectors **cannot schedule specific appointment times**, the system will allow you to leave a voice mail with your time preference and/or special instructions (such as key codes, location of permit, etc.) at the end of the call.
- The inspector will accommodate requests for preferred time frames as scheduling and workloads allow. **If you do not leave a message**, your inspection will occur as it best fits into the inspector's schedule.
- Every effort will be made to perform inspections on the requested day, but it **may take up to 48 hours**, depending on workload. Priority will be given to homeowners, concrete inspections, reroofs, and other time- or weather-sensitive types of inspections.
- Unless other arrangements are made, inspections not performed on the requested day will automatically be scheduled for the next business day and will be given priority status.

INSPECTIONS WILL NOT BE PERFORMED (and you may be assessed re-inspection fees) IF:

- The work is not complete and ready to be inspected.
- Approved site copy of permit, plans, and inspection card are not on site, available to inspector.
- Site address is not clearly posted.
- Inspector does not have access to the site or project. It is the responsibility of whoever is requesting an inspection to provide any special equipment—such as ladders—required to access any aspect of the project.
- There are unrestrained pets on the site.
- There is not an adult (over 18) on site to provide access to an occupied home or business.

PLEASE CALL (253) 835-2607 IF:

- You do not receive a confirmation number.
- Your scheduled inspection does not occur within 48 hours (2 business days) of your request.
- You need to change or cancel an inspection on the day it is scheduled to occur.

PLEASE NOTE: ONLY CODES APPLICABLE TO YOUR PROJECT WILL BE ACCEPTED

IVR INSPECTION CODES			
BUILDING INSPECTIONS		ELECTRICAL INSPECTIONS	
Drainage/Downspout/Footing	4040	SEPARATE PERMIT REQUIRED	
Final	4050	Ceiling Cover	4020
Fire Stopping/Draft Stops	4095	Ditch Cover	4030
Floor Sheathing	4105	Feeders/Sub-Panels	4045
Footing/Setbacks	4110	Final Electrical	4055
Foundation Wall	4115	Pool Bonding	4195
Framing	4120	Rough Electrical	4225
Gypsum Wallboard Nailing	4130	Service	4235
Insulation	4150	Temporary Power	4275
Reinforcing Steel	4215	UFER ground	4295
Roof Sheathing	4220		
Shear Walls	4245		
Slab/Concrete Floor	4255		
Suspended Ceiling Grid	4265		
Under-floor Framing	4285		
Under-Slab Groundwork	4295		
MECHANICAL INSPECTIONS		MANUFACTURED HOME INSPECTIONS	
Final Mechanical	4065	Blocking/Tie Downs	4015
Gas Piping	4125	Skirting/Final	4250
Mechanical Rough-In	4165		
PLUMBING INSPECTIONS		PUBLIC WORKS/SURFACE WATER	
Final Plumbing	4075	Initial Erosion Control	4365
Plumbing Groundwork	4190	Interim Erosion Control	4370
Rough Plumbing	4230	Final Erosion Control	4375
		SWM Preconstruction Site Meeting	4400
FINAL INSPECTIONS		SIGN INSPECTIONS	
Building	4050	Attachment	4010
Planning	4070	Final Sign	4085
Public Works	4080	Final Electrical For Signage	4055
Fire CALL (253) 946-7318	4060	Footings/Setback	4110