



Building Permit Inspections

BB-15

RESIDENTIAL
BULLETIN

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) buildinginspections@ci.ellensburg.wa.us

To schedule an inspection, please call the inspection request line at (509) 962-7142.

The following is a list of typical inspections for most, residential projects. Please have the permit card posted on site and the approved set of plans and other approved documents on site. Please have the address clearly marked and all work complete for the requested inspection. Do not cover work prior to each required inspection. The City of Ellensburg will not accept photographs as a replacement for the actual inspection. Typically inspections are conducted twice a day, in the morning and the afternoon. When you need an inspection, please call before 3:00 p.m. the previous day. You may also leave special instructions, such as when you will be there. Inspection times are not guaranteed. Please call our office before you cover something up if you have any question about what needs to be inspected. Our office phone is (509) 962-7239.

1. **FOOTINGS** – when all forms and reinforcing steel are in place, but prior to pouring concrete.
2. **MONOLITHIC or TRENCH FOOTINGS** – when all reinforcing steel, forms, and metal accessory hardware are in place but not covered. Additionally, you must call for inspection of footing trenches beneath a slab-on-grade such as footings inside a garage or a basement situation, before pouring the slab.
3. **FOUNDATION WALL** – when all forms, reinforcing steel and metal accessory hardware (such as hold downs or special connectors) are in place but not covered. Hold-down hardware must be on the site ready to install during the pour.
4. **SHEATHING** – after all exterior sheathing is applied
5. **WATER SERVICE** – when water piping from the City water meter to the building is installed in the trench and under pressure test but not covered. All backflow devices must be inspected either during this inspection or by a separate inspection.
6. **PLUMBING GROUNDWORK** – when all underfloor water piping is installed and under pressure test but not covered.
7. **ROUGH HEATING & VENTILATION** – when all rough-in mechanical work is installed but not covered.
8. **ROUGH PLUMBING** – when all rough-in plumbing is installed and under pressure test but not covered.
9. **FRAMING** – after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved. Please note that because of many “shear” walls and hold-downs in many of today’s homes, the City requires all hold-downs, straps, and shear nailing to be inspected **IN ADDITION TO THE FRAMING INSPECTION** and prior to covering. A ladder is required for all framing inspections.
10. **INSULATION** – after framing inspection is approved and insulation and vapor barrier have both been installed.
11. **INTERIOR SHEETROCK** – when the wallboard is installed and nailed but before taped and finished. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved. (Sheetrock inspection is not required for residential projects unless the design includes engineered interior drywall shearwalls).

This document is intended to provide guidance in applying certain regulations and is for informational use only. It cannot be used as a substitute for the Construction Codes or for other city, state or federal codes and regulations. For more information see the City website at: www.ci.ellensburg.wa.us.

12. **OTHER INSPECTIONS** – In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.
13. **FINAL INSPECTION** – when all other required department inspections have been finalized & approved and the building is complete in accordance with all aspects of the approved plans and specifications. A ladder is required for all final inspections.

Tips for Successful 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 the Permit Technician at 509-962-7239.
3. 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 re-inspection fees for you.*
4. Call for a consultation if you are not sure about some instructions on your plans, or have some special issues.
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) and Approved Plans on site. This includes all revisions. Inspectors can only inspect to the approved plans.
7. Combine all the work onto one application whenever possible. The fewer permits you have, the easier your project will be to manage
8. Call in requests for each separate inspection.
9. Be sure to have any animals secured before the inspector arrives.
10. If you need to talk to the inspector, call the Permit Technician at 509-962-7239, who will forward your request to the Inspector. They are not directly available by phone after they leave the office.
11. Have someone at the job site to meet the inspector and answer questions.
12. 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.

13. 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 section on your permit to see what inspections should be done. Addition of items not included with original permit will require additional permits.
14. **Have the correct permit on site for the inspector to sign.**
15. **DO NOT COVER OR CONCEAL ANY WORK BEFORE IT IS INSPECTED & APPROVED BY CITY INSPECTORS.** This will save you time and money.
16. Ensure that your electrical permit is signed off before you call for a FRAMING inspection. Have the Electrical permit sign-off available for the inspector to see.
17. Call our office **BEFORE** the expiration of your permit if you need an extension.

Following are some of the most common Inspection Failures:

- **NO ACCESS OR ADDRESS IS NOT POSTED**
- **APPROVED PLANS, PERMIT, AND/OR INSPECTION RECORD NOT AVAILABLE**
- **NOT READY FOR INSPECTION**
- **NOT CONSTRUCTED AND/OR INSTALLED ACCORDING TO THE APPROVED PLANS OR MANUFACTURES INSTRUCTIONS**
- **WORK BEING DONE WITHOUT A PERMIT**
- **WORK COVERED WITHOUT INSPECTION APPROVAL**