



# SAFE BUILDING

## BUILDING PERMIT APPLICATION AND INSPECTION PROCEDURE

All new construction, remodels, additions, enlargements, repair, moving, removal, conversion, demolition, and alterations require a building permit, as well as decks, fences, signs, and sheds. A trade permit is required for all plumbing, electrical, and mechanical work.

The application for a building permit must be filled out completely including complete contact information and must include the following:

- A scalable set of building plans. Electronic plan files are acceptable and encouraged.
- Site plans that include property lines, existing structures, location of existing structures with measurements to property lines and other structures and location of proposed building or structure.
- Description of work to be performed.
- IECC Energy Compliance information: Prescriptive, Trade Off (ResCheck), Performance (HERS)
- Trade permits for any electrical, mechanical or plumbing work completed.

All work must conform to the applicable building code and/or City Ordinances.

Work must not commence until all associated fees are paid and an approved building permit issued. A preconstruction conference with the building official may be required prior to the issuance of the permit.

When all requirements have been met, a permit will be issued. A permit is valid for 1 year and work must commence within 180 days from date of issuance.

Required Inspections: (some circumstances may require additional inspections)

INSPECTION	NOTES
Footing	Prior to pouring concrete
Foundation	Prior to pouring concrete
Foundation Insulation	Prior to backfill
Sewer/Water/Storm	According to City specifications
Groundwork Plumbing	Wet test required, weather permitting- Prior to pouring concrete
Plumbing	Prior to interior wall finish. Wet test required, weather permitting
Electrical	Temp pole prior to meter release, Prior to insulation and rough-in
Mechanical	Prior to insulation, Prior to permanent meter release
Framing	Prior to insulation
Insulation	Prior to drywall
Sidewalk/Approach	According to City specifications
Final	<b>No structure</b> may be occupied until a Certificate of Occupancy is issued.

Work must not be completed beyond the point indicated in each inspection without first obtaining the approval of the building inspector. Any portions that do not comply must be corrected and not covered or concealed until authorized. The building inspector can require construction to be removed if the appropriate inspections were not completed.

**One business day notice is required on all inspections.** Inspections will be completed by the end of the next business day. **It is the responsibility of the permit applicant to alert the building inspector and schedule necessary inspections or to cancel or reschedule an existing scheduled inspection for any reason.** A trip charge may be assessed if you are not ready at the time of the scheduled inspection and a reinspection is required.

**By following these guidelines, the proper inspections can be completed in a timely manner with minimal disruption of your work schedule. Please call Safe Building with any questions about this process, building code or inspection results.**