



**BUILDING  
DEPARTMENT  
TIP SHEET**

# **INSPECTION PROCEDURES**

City of Chelan Community Development Department (509)682-8017

The following procedures will outline the steps that must be taken towards obtaining a final inspection on a **typical** construction project.

### **Inspection Record Cards:**

At the time of permit issuance you will receive an "Inspection Record Card" along with your permit and the approved plans. State law now requires these to be posted and available at the job site for the duration of the project, and contain contractor and lender or bonding information.

In the event of loss of the card, contact the Community Development Department to receive a replacement card.

### **Approved Plans:**

The permit and approved construction drawings must be available at the job site for all inspections.

### **WHEN CALLING FOR INSPECTION, PLEASE GIVE 24-HOUR ADVANCE NOTICE**

<b>INSPECTION REQUIRED</b>	<b>INSTRUCTIONS</b>
FOOTINGS	All forms must be set, rebar tied and secured above ground as indicated by the approved plans and the property corners identified.
FOUNDATION	All rebar must be tied in place, sized and spaced as indicated on the plan, and forms set for proper dimensions.
UNDERGROUND PLUMBING	All piping must be in place, properly supported, and under test. The piping must be exposed for the inspection.
SUB-SLAB	Foundation insulation set. Plans for alternate construction methods must be approved by the office PRIOR to the inspection.
ROUGH-IN/TOP OFF PLUMBING	All plumbing pipe must be in place, supported and protected, and under the appropriate test.
GAS PIPING	All piping must be in place, supported and under a 10 P.S.I.G. air test unless code requires another type of test. All gas piping shall be installed by a qualified installer.
HVAC EQUIPMENT	All equipment must be installed, ducted, supported and vented. The manufacturer's instructions must be attached to the appliance.
FRAMING	Once all framing, blocking, ducting, piping, wiring, backing are completed and the building is weather-tight, with windows and roof complete.
INSULATION	Once installation is complete, including all: caulking, sealing, vapor barrier and insulation stops are in place.
DRYWALL / GWB NAILING	After drywall or gypsum wall board has been nailed or screwed into place and before any taping of joints and nailing occurs, an inspection of the nailing is required.
FINAL*	When project is complete, debris is properly disposed of, final grade is established, and prior to occupancy or use.

**\*Prior to the issuance of a Certificate of Occupancy on commercial projects, and in addition to the inspections listed above, all exterior site work must be completed and approved.**