



## City of Olympia

### Building Division, Building Code Field Inspection Bulletin (#11-2018)

#### ***Subject: Jobsite Inspection Readiness***

(International Building Code Sec 104 & Sec 110)

(International Residential Code Sec R104 & R109)

The City of Olympia Community Planning and Development Department enforces regulations related to the International Building Code, Sec 104 & Sec 110 and International Residential Code Sec R104 & R109.

The following information was developed to assist our customers with understanding the requirements for inspection process, project readiness and continuity in providing for seamless inspection process and to eliminate delays. The goal of this operational policy is to assist you with understanding the specific requirements of the application of regulations related to inspection process so you may plan your construction project to move forward without unnecessary delays and/or additional financial constraints.

#### **Requirements for inspection access and readiness:**

- The site address must be posted or displayed; visible from the right of way; and match the address on the issued permit.
- A locked gate or gated community access code must be provided and not prevent access to the job site (provide to staff at time of inspection).
- The job must be ready for inspection when the City Building Inspector arrives.
- When access to area of inspection is hazardous (including inclement weather conditions) or unsuitable and cannot be rectified in a reasonable time; the inspector may cancel inspection and leave notification for inspection to be re-scheduled when access can be safely granted.
- Dogs/pets must be restrained during time of inspection.
- **Approved** plans and documents **matching** the field inspection permit card/s and the permit number requested for inspection must be on the jobsite and available for the inspector at time of inspection. Failure to provide approved documents may delay your inspection.
- The owner, contractor or owner's agent must be present at the site for inspections when a structure is occupied. City staff **will not** enter an occupied building with an unattended minor.
- The work to be inspected must be complete and accessible for inspection including any ladder or other device needed to ensure access to the inspection. Any access equipment must be installed/used in a safe manner, including ladders being secured and of sufficient length and strength.
- Previous corrections from previous correction notice must be completed unless specifically approved in writing by the inspector.
- Required special inspections must be up to date and completed and/or the reports must be available at time of City Building Inspector's arrival unless other arrangements are made in writing.

- Substantial deviation from the approved set of plans must be first approved by Community Planning and Development Department for approval and approved revisions are to be on site before inspection is called. (ref. City Bulletin #02-2015).

**Required Inspections:**

**Ref. IBC 110 & IRC 109**

**WA State Energy Code (WSEC)**

**Ref. OMC 16.04**

The following is a list of required inspections for most building projects. Inspection requests should be grouped into these categories whenever possible. Other inspections, including special inspections, may be required to ascertain compliance with the building code. (IBC Sec 110, IRC 109 and Chapter 17 IBC).

**Note:** A pre-construction meeting with the City is required on commercial, multi-family, complex residential projects. Additionally, it is recommended that property owners who are unfamiliar with methods of construction meet with their City Inspector prior to the start of construction for an on-site consultation. Please call our office between 8:00 a.m. and 3:00 p.m. to schedule a pre-construction meeting.

- **Building Setback Verification:** Building Setbacks are to be staked and/or string lines in place prior to foundation inspection request/s being scheduled.
- **Foundation/Footing/Reinforcement Steel Inspection/Electrical Grounding (UFER):** Foundation inspection shall be made after excavations for footings or piers are complete, forms are constructed and required reinforcing steel, seismic hold down restraints, and anchor bolts must be set in place at all designed shear walls or as otherwise approved. Insulation, UFER ground and foundation low point drain sleeves are in place. Slab on grade, underground waste, water, electrical or mechanical items must be inspected at the time of the foundation inspection. When applicable written special inspection or structural observation approvals are required prior to scheduling the City building inspector for inspection approval. Concrete shall not be poured/placed until the City building inspector has signed the job card.
- **Concrete Slab and Associated Items Inspection:** Inspection shall be made after all underground drain/waste plumbing, water lines, electrical conduit, mechanical ducts, hydronic systems and other ancillary equipment items are installed and specification details per plan are in place and approved by City building inspector and has signed the job card before any concrete is poured/placed.
- **Lowest floor elevation:** In flood hazard areas, prior to placement of the lowest floor, including the basement, and prior to any vertical construction, an elevation certification required by Olympia Municipal Code 16.70 shall be recorded with the Building Official. Any questions must be directed to the Building Official related to flood zone compliance.
- **Under-floor Frame Inspection:** Shall be made when the under-floor structure is in place and rough plumbing, gas piping, heating and mechanical are installed (water, waste water and gas piping strapped and under test; heat ducts installed, supported and insulated). Vapor barrier, radon, foundation drain and framing members joist, post & beams, gussets and hardware are installed. Subfloor sheathing and floor insulation are not to be installed until inspection of the underfloor has signed off on the job card.

- **Roof/Exterior Shear Inspection:** Shall be made after bracing materials for roof structure, exterior wall sheathing/shear walls, shear blocking, roof blocking, point load members, perimeter blocks, squash/crush blocks and floor sheathing are installed and all other structural connections are in place (Beams, straps, clips and misc. hardware). *Recommendation:* Shear panel lengths, type of shear panel and roof truss drags to be identified with identifiable paint or other suitable markings prior to the inspector's arrival. NOTE: Roof nail inspections are at the inspectors' discretion; all roof drag-nailing or special nailing layout should be marked with identifiable paint in order to readily see the nailing or as specified by the inspector. Inspectors will use discretion and maintain personal safety at all times related to entering onto a roof. If entering onto a roof; appropriate and **required** fall protection must be utilized.
- **Interior Shear:** Wall sheathing/shear walls and floor sheathing are installed and all other structural connections are in place (Beams, straps, clips and misc. hardware vertical and horizontal) First side of double shear walls if applicable. Second side of double sided shear walls are to be inspected before drywall is installed and after insulation. All necessary hardware for shear transfer from top plate ceiling to truss and truss panels are to be in place at time of inspection.
- **Combination Frame Inspection:** Shall be made when the structure is weather-tight (lath or building paper) and all windows, rough plumbing (water and waste are under approved test), gas pipe (sizing, support, protection and test shall be in place), rough electrical and rough mechanical are installed and complete. Framing, fire blocking, bracing, point load path, post and beams and framing members and hardware are installed per code, plans and manufacture's specifications. Note: Fire Sprinkler System inspection to be called separately and scheduled through the Olympia Fire Department and must be approved before combination frame inspection is scheduled.
- **Insulation inspection:** *Insulation is installed after combination frame inspection is approved.* Written note from the building inspector such as "OK to insulate" or "OK to insulate partial areas" with conditions of locations and listed correction items that are outstanding must be able to be re-inspected without removing insulation. Insulation inspection shall be made after all insulation is secured in-place and installed as required per the WSEC energy compliance documentation requirements and installation standards.
- **Lath, gypsum board and gypsum panel product inspection:** Lath, gypsum board and gypsum panel product inspections shall be made after lathing, gypsum board and gypsum panel products, interior and exterior, are in place, but before any plastering is applied or gypsum panel product joints and fasteners are taped and finished. Gypsum board and gypsum panel products that are not part of a fire-resistance-rated assembly or a shear assembly. Lath inspection shall be signed off on the job card before stucco is applied.
- **Gypsum Board / Gas Test Inspection:** Shall be made after all gypsum board is installed and fastened in place. Gas line shall be under test at time of Gypsum Board inspection and if approved will receive a gas tag release.
- **Fire-and smoke-resistant penetrations:** Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.
- **Special Inspections:** All special inspections/structural observation services, when required, must be completed with daily reports available to the City Building Inspector and written approval given to City Building Inspector at time of City requested inspection arrival or as otherwise agreed. Special inspections are to be completed prior to scheduling a City Building Inspector per the special inspection agreement developed during plan review. (Ref handout #06-2016)

- **Final Inspection:** Shall occur after construction is complete and before the building is occupied. The building must be unlocked or arrangements made for the City Building Inspector to access the building. All appliances, electrical fixtures, convenience outlets, switches and plates must be in place. Access to attic and under floor is to be provided. All other agencies are to be approved and signed off.

**Note:** If special inspections are required, then final summary special inspection reports must be submitted for review and approval. (Ref handout #04-2016) All final paperwork is required to be onsite at time of final or as otherwise arranged.

**Final documents must be available by final inspection:**

- Structural Observation Final Summary Report
- Special Inspection Final Summary Reports
- Geo-technical Final Summary reports
- Air Balance Reports
  - 2015 WSEC Energy documents, commissioning reports. Projects that are permitted on or after July 1, 2016 shall use the 2015 WSEC commercial provisions compliance forms to document compliance with the 2015 WSEC. The 2015 WSEC compliance forms are available for free to download at:
- 2015 WSEC Compliance Forms (subject to update changes) For the latest forms– Forms are posted on the Northwest Energy Efficiency Council (NEEC) Energy Codes webpage, <https://www.neec.net/energy-codes/>

**Commercial Energy Forms:**

<https://www.neec.net/energy-codes/>

- I. Building Envelope
- II. Lighting
- III. Mechanical

**Residential Energy forms:**

WSU Energy Extension for Residential Energy Code Technical Support –  
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>

NOTE: An approved third party shall conduct Blower Door testing.