

PRECONSTRUCTION MEETING OUTLINE

Development Services Department

865 S.E. Barrington Dr. • Oak Harbor, WA 98277 • Phone (360) 279 4510 • Fax (360) 279-4519

I. Permits

Contractors performing work that is required to have a permit by any of the City's codes shall post the required permit and any approved plans on-site or in the general contractor's on-site office.

All permits shall be placed in a three-ring binder, tabbed by discipline and kept in the general contractor's on-site office along with any City approved drawings.

The general contractor is responsible to ensure that all proper permits have been obtained.

II. Inspection Process

All inspection requests are made by phone through the 24 hour inspection line. The phone number is 360-279-4569.

Inspection requests for next business day must be made by 8:00 A. M. the day before the scheduled inspection. A scheduled inspection may be cancelled through the 24 hour inspection line until 8:00 A.M. the day of the scheduled inspection.

Inspections results and the inspection history can be obtained by calling the permit center at 360-279-4515.

Recording of the inspection results is done by checking one of four descriptions on the inspection record card.

- Approved
- Partial Approval
- Correction Required
- Contact Inspector

Our Inspectors will provide written Correction Notice information on the job site. Any requests for Special Conditions or Special Permissions allowed under the City's Codes must be made in writing and signed off on by an Inspector. Verbal requests cannot be granted. Your project will have the same Inspector for the entire project. Remember, if it is not in writing, it did not happen.

If you have general inspection questions or need to contact one of our inspectors you may call 360-279-4515 to speak with the Inspector. Inspectors are typically in the office from 8 – 9:00 AM and 4 – 5 PM.

The City of Oak Harbor Building Division attempts to respond to inspections requests within 24 hours. We cannot honor specific times for inspections due to workload. However you may request an AM (between 9:00 - 12) or PM (1:30 – 4)

When the inspection staff is unable to keep up with the workload the inspection requests will be prioritized as follows:

1. Inspection for the placement of concrete
2. Inspections for open ditch cover
3. Final inspections
4. Inspection that have been waiting the longest (first in –out)

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The City of Oak Harbor Building Division requires inspection prior to concealment. If any area is covered without inspection it will be required to be uncovered, at contractor expense, to allow inspection. The general contractor is responsible to ensure that **ALL** required inspections are completed prior to concealment.

Areas of inspection shall be ready when the inspection is requested. Areas of inspection not ready for inspection will be documented as not ready for inspection. A \$47.00 re-inspection fee will be assessed for the third re-inspection request if failed. No inspections will continue for that project until the re-inspection fee has been paid.

Each contractor requesting an inspection will have, on-site, a representative that will accompany the inspector during the inspection process.

III. Contractors

All subcontractors shall be properly licensed by the State of Washington (including out-of-state contractors).

All contractors and subcontractors shall obtain a city of Oak Harbor Business License prior to work perform on the project.

The general contractor shall ensure that **ALL** subcontractors are properly licensed.

Each contractor is responsible to know the provisions of the code that the project is being constructed under.

IV. During Construction

Changes or revisions to the City Building Division Approved Plans require a Revision to be submitted and approved prior to inspection. Please consult with the Building Inspector on your project.

If revisions are required to be submitted, they must be submitted through the plan review process. The Plans Examiner staff will provide you with the proper tracking paperwork that must be submitted if your revision will require re-submittal and additional Plan Review. A copy of the Revision Submittal form is included here.

V. Job Completion Schedule and Certificate of Occupancy (CO)

The General contractor needs to keep the Building Inspection Staff aware of the construction schedule and the projected completion date. Please provide a copy of your schedule of critical path inspections and desired C. of O. date. **This information is critical and must be updated as necessary.**