



FINAL INSPECTION REQUIREMENTS

This handout lists the minimum, standard requirements that must be met before the City will conduct a final inspection of a project. As each project is different there may be other requirements that must be met before a final inspection can be completed. Please contact the Permit Coordinator at 279-4510 if you have specific questions regarding the inspection process for your project.

Please note that the final inspection process should not be used as a way to generate a punch-list of work to be completed on a project. It is important that items identified on this handout are completed before you call for a final inspection. Inspections cannot be completed for projects with incomplete items.

During the final inspection any items that cannot be approved will be noted on a punch-list. Once items on the list have been corrected please call the Permit Coordinator to schedule a re-inspection. Please note that any remaining items that cannot be approved will be noted and are subject to a re-inspection at the contractor's expense.

BUILDING DIVISION REQUIREMENTS – Prior to performing a final inspection, the Building Division will require the following items to be completed:

BUILDING INTERIOR

- All Building Division "Plan Check Letter" items must be completed;
- All exterior and interior doors must be installed with all required hardware and closing devices as per approved plans;
- All plumbing and mechanical fixtures must be installed and completed as per approved plans;
- All handrails must be installed on all stairways and ramps as per approved plans;
- All permanent equipment, such as counters and display racks, must be installed and completed as per approved floor plans; and
- All required "Exit" signs must be installed as located on the approved plans.

BUILDING EXTERIOR

- All site plan review items must be completed;
- Address numbers (a minimum size of five inches tall) must be installed on the building (on a contrasting background), and must be clearly visible from the street;

- All required parking stalls, including handicap parking stalls, must be completed and striped as per the approved plans; and
- All ramps, curb cuts and handrails, etc. that connect the building with an accessible route of travel to the public way must be installed and completed.

ENGINEERING/PUBLIC WORKS DEPARTMENT REQUIREMENTS - Prior to performing a final inspection, the Engineering Department and Public Works Department will require the following items to be completed:

SANITARY SEWER

General

- Trench compaction must be complete per the specifications;
- All pipe must be in place and sloped per the approved plan profiles; and
- The side-sewer stubs must be completed and located.

Sewer Lines

- All sewer mains must be cleaned. A sand trap must be installed at the beginning of the project. Any contamination to the existing system may require that the contractor bear the responsibility of paying for the cleaning of the existing system;
- All sewer markers on-site must be visible and painted green; and
- All mains must be pressure-tested.

Video Inspections

- The lines must have already passed the pressure test before proceeding to the video inspection;
- The project should be in the curbing phase before calling the Engineering Department for a video inspection;
- The lines must be flushed just prior to calling the Engineering Department for a video inspection;
- All manholes must be accessible for the camera van; and
- All channeling must be complete.

Manholes

- All manholes must be set to final grade;
- All seams and gaps must be filled with grout;
- No infiltration should be present;
- All excess grout must be removed; and
- All manhole bottoms must be clean.

WATER

General

- All pipe and fittings must be in place, per the approved plans and specifications;
- Valves with boxes must be set to grade;
- Trench compaction must be complete per the specifications; and
- Initial and residual chlorination tests, bacteriological tests and pressure tests must all be completed.

Water Meter Boxes

- Meter boxes must be set to grade, aligned and damaged boxes must be replaced.

Fire Hydrants

- Hydrants must be charged and set to finished grade (+/- 2"); and
- Storz couplers must be installed.

Water Valve Boxes

- Valve boxes must be aligned, set to finished grade and cleaned.

Cross Connection Control Devices

- All backflow devices must be inspected by the Water Division; and
- All backflow devices must be tested by a certified backflow assembly tester, and the report must be submitted to the Water Division.

STORM DRAINAGE

- Trench compaction must be complete per the specifications;
- All pipe must be in place and sloped per the approved plan profiles;
- All pipe and fittings must be water tight;
- Catch basins and manholes must be set to grade with lids and grout as specified;
- Any bioswales must be complete and/or any construction of other required water quality best management practices (BMPs) must be completed; and
- Detention pond must be constructed as per the approved plans, with inlet and outlet control structures, compacted side slopes and topsoil (sodded or seeded).

OTHER UTILITIES

- Power;
- Telephone;
- Gas;
- TV; and
- All utilities must be complete and in-place per the City's utility trench standard detail, with proper separation and trench compaction per the specifications.

STREETS

General

- Base compaction must be complete per specifications;
- Top course must be finished to specified thickness;
- The road cuts must be sealed;
- All signage must be installed;
- All street lights must be installed;
- All sidewalks and streets must be cleaned;
- All monuments must be installed; and
- All joints must be saw-cut or paper-jointed.

Sidewalk-CurbandGutter

- Driveway(s) must be constructed as per the approved plans and specifications;
- Compaction must meet the specifications and Oak Harbor Policy Directive (where trenching occurs under the sidewalk, curb or gutter);
- Handicap ramps must be constructed as per the approved plans;
- The sidewalks must be widened around mail boxes;
- The sidewalks must be brush-finished; and
- Expansion and contraction joints must be present.

OTHER

- Property corners must be identified;
- Survey monuments must be set;
- All compaction testing reports must be forwarded to the City Engineer as per City specifications;
- A bill of sale must be submitted for the water main and fire main extensions; and
- Construction costs must be submitted for public right-of-way (ROW) improvements - streets, sidewalks, curbs and 12-inch storm drain systems.

Final Inspection - If there are any items left unfinished, a punch list will be compiled by the City and will be provided to the applicant.

Final Re-Inspection - All items on the punch list provided after the final inspection shall be completed. Any unfinished work will result in another punch list and require an additional inspection, at the contractor's expense.

FIRE DEPARTMENT REQUIREMENTS - Prior to performing a final inspection, the Fire Department will require the following items to be completed:

NON-PROTECTED BUILDING OR OCCUPANCY (No fire alarm or sprinkler system)

- Fire hydrants must be installed (if required);
- Access roads or fire lanes must be installed (if required);
- Exit lights must be installed and operational (if required);
- Exit illumination must be installed and operational (if required);
- Fire extinguishers must be provided and installed, where required;
- The proper addressing must be posted;

- o Those keys shall be secured in the required Knox Emergency Key Box (if required); and
- o All other items as required by the approved plans.

PROTECTED BUILDINGS - FIRE ALARM SYSTEMS, FIRE SPRINKLER SYSTEMS, HOOD AND DUCT SYSTEMS: All systems must be installed in accordance with the approved plans.

General:

- o Approved fire alarm plans, sprinkler plans, hood & duct plans and the permits must be on-site;
- o The Fire Department requires a minimum 24-hour notice for the above mentioned inspections; and
- o A Knox Emergency Key Box shall be installed in an approved location
- o The owner or manager shall provide the necessary keys for the KNOX box to gain access to the building.

Fire Alarm Systems:

- o Washington State L&I Electrical Permit must be obtained and the required L&I inspections shall be completed;
- o Shall be installed in accordance with NFPA 72, National Fire Alarm and Signaling Code; and
- o The system must be fully tested prior to inspection.

Fire Sprinkler System:

- o Hydro test all sprinkler lines on both the interior and exterior of the building;
- o All electrical connections to the fire alarm system must be operational; and
- o System must be fully tested prior to inspection.

Hood and Duct System:

- o All electrical connections to the fire alarm system and the building's electrical system(s) must be operational; and
- o System must be fully tested prior to inspection.

INSPECTION REQUIREMENTS

In the event there are more than three (3) deficiencies during the final inspection, the inspection process will be terminated until the systems are tested and made operational. Re-inspection will not be completed until such time that all systems are tested and made operational. However, in the event the phone lines are not installed, the State Electrical Inspection is not completed, or the hydro tests are not completed, no final inspection will be conducted.

The general contractor shall schedule all required sub-contractors to be on-site at the same time. The cancellation of one system inspection due to that system not being ready may result in the inability of the Fire Department to test the other related systems.

PLANNING DIVISION REQUIREMENTS - Prior to performing a final inspection, the Planning Division will require the following items to be completed:

- o All landscaping must be installed per the approved plan;
- o All improvements, including but not limited to, parking, lighting, fencing, walkways and signage, must be completed as per the approved site plan;
- o All environmental mitigation measures must be implemented; and
- o Any necessary performance or maintenance sureties must be established.