



The intent of this handout is to establish an understanding about Building Division needs and expectations so that projects can be completed successfully. Your commitment to meeting the expectations noted in this handout will have a number of positive outcomes.

- Permitting and review approvals will be efficient and timely.
- Delays to construction activities, inspections and approvals can be minimized.
- Review and inspection corrections can be minimized.

Permit Application:

1. Submit permit applications and plans that are complete. See *Permit Submittal Requirements* on the City of Bellevue website at http://www.cityofbellevue.org/permit_submittal_requirements.htm.
2. Perform a self-check of the permit application package prior to submittal to verify the package contains all of the required information.
3. Provide current and relevant contact information for the person with the most knowledge of the work shown on the plans, including name(s), phone numbers and email addresses.
4. Be very clear and thorough when describing the scope of work in your application.

Plan Review:

1. Be responsive to inquiries and review letters.
2. Be proactive in addressing and submitting information that is required as part of the plan review process, including but not limited to revisions, clarifications, deferred submittals, etc.
3. Failure to submit required information in a timely manner can result in review, construction and inspection delays. Reviewers are assigned multiple projects and to be fair and equitable they review plans and revisions in the order received.
4. Work shall not be performed until the permit and approved plans have been issued. Work performed without a permit and approved plans are subject to a Stop Work Order and Double Permit Fee.

Permits and Approved Plans:

1. Verify that all required permits have been obtained. Not sure? Ask your reviewer or check online at www.MyBuildingPermit.com.
2. Read and understand information presented on the permit and the approved plans, including any attachments, redlines, or additional information placed on the plans or in the permit packet.
3. Provide the permits, plans, other required documents, installation instructions, etc., on-site for the inspector. Place them in a central location, organized and maintained in a usable condition.
4. Make sure contact numbers and contractor information on your permit are accurate and kept up to date so the inspector will know who to contact, if needed.

Inspections:

1. Building Division requires precon meetings and inspections for projects for various construction elements. Please ask your inspector what may be required for your project.
2. Precon meetings are required for certain types of construction activities. These meetings are geared to the customer and should be taken advantage of whenever possible. Precon meetings are different than precon inspections in that they are a formal meeting with a set agenda and subject matter. Customers

are expected to work with their inspectors by keeping them informed of schedules involving key elements that may require preconstruction meetings. Not working with the inspector to schedule preconstruction meetings can result in missing critical information that has significant impacts on your schedule and your ability to pass inspections.

3. A sign off book may be required depending on the type and complexity of your project. This book will be set up by your inspector. It is to be used as a supplement to signoffs on your permit and should be kept with the approved plans and permit. Its purpose is to provide the customer and inspectors with a more detailed accounting of inspection approvals for all inspection disciplines.
4. Confirm that all work requiring inspections is complete and that it has been done in accordance with the approved plans. Inspections requested for work that is not ready on the day of inspection should be canceled.
5. Assume that inspection types listed on the permit are all required inspections unless it has been noted otherwise.
6. Inspections are conducted in accordance with the approved plans. Construction that has not gone through the plan review process will not be approved.
7. Inspectors are charged with the task of inspecting completed work and should not be expected to write punch lists. The contractors responsible for the work should be reviewing their work and making sure it is compliant with the approved plans and ready for inspection. Inspecting work that is not complete automatically adds an additional trip, possible re-inspection fees and approval delays.
8. General contractors are not to request inspections for subcontractor work that is not ready for inspection in an attempt to leverage or pressure the subcontractor.
9. Work requiring a permit must not be covered until inspected and approved. Uninspected work will have to be exposed, adding additional cost and time to the process.
10. Provide on-site access to parking, especially downtown, to facilitate quicker inspections.
11. Provide ready access to elevators, daily and routine inspection contacts, and inspection escorts as needed to gain quick access to all inspection areas, including but not limited to secured areas and/or areas that are difficult to access.
12. Provide the inspector with safe access to the work area requiring inspection. Inspectors have the right to refuse to perform an inspection if the area or access to the area is unsafe or poses a threat to their health and safety. An unsafe site can result in missed inspections.
13. Inspectors have the right to refuse to perform an inspection if the customer is abusive or acts in a threatening manner.
14. Variations in workload and routing limit ability to predict a time that inspectors may be available for your inspection. Typically a 4-hour window specifying an AM or PM inspection can be provided.
15. Inspectors will not enter a home that is occupied without the owner or owner's representative being present. Inspectors will not enter a home when only minors are present.
16. Work together to resolve issues. Inspectors have a job to do making sure that work conforms to the approved plans, codes, standards and permit conditions. If there is an issue, discuss it with your inspector.
17. Have a question? Ask your inspector, they are here to help.

Where can I get additional information?

- Building Inspections: 425-452-4570
- Permit Processing, 425-452-4898 or PermitTech@bellevuewa.gov
- www.bellevuewa.gov/development-services.htm
- www.mybuildingpermit.com

This document is intended to provide guidance in applying certain regulations in preparing for an inspection. It is for informational use only and is not intended to address all possible conditions. It cannot be used as a substitute for the Construction Codes or for other city codes. Assistance for the hearing impaired: dial 711.