

Be Prepared for Your Inspection

Inspections are performed based on the approved set of plans you received during permit issuance. All the information provided to you is important and should be made available to the inspector. Please be sure to thoroughly familiarize yourself with the information provided as you (the applicant) are responsible to meet all requirements.

When the inspector arrives to perform the inspection, the following should be available to him/her to complete the inspection:

- Approved Plan Set
- Approved Site Plan
- Inspection Card (Yellow Card Stock)
- Issued Permit (white, multiple page document)
- Any Previous Field Notes

If your project site is missing these items, the inspector may not perform the inspection and you could be subject to a re-inspection fee if repeated violations occur.

Inspections are scheduled, M-F 8 am - 4 pm., by calling our office at 509-754-2011 EXT 3001 or directly by visiting our lobby. Inspections are generally scheduled for the next business day. Due to heavy inspection loads, times cannot be requested or provided; you should allow the entire next business day for the inspection to be conducted and schedule your job accordingly.

Final Inspections

Prior to scheduling your final inspection, please be sure any conditions you may have on your permit from any other offices are completed so there are no delays in performing the final inspection.

Certificate of Occupancy

Your inspection card, when approved for final at the bottom, is your Certificate of Occupancy for occupancy types R, U and S (Your occupancy is identified on your building permit as well as your inspection card.)