



Building Division

525 N 3rd Ave, Pasco, WA 99301

P: 509.545.3442 / F: 509.545.5728

www.pasco-wa.gov | permittech@pasco-wa.gov

COMMERCIAL INSPECTIONS

Purpose of Inspections

Inspections are required by building and related codes to provide some assurance that the project complies with minimum requirements for fire and life safety, structural integrity, sanitation, and energy efficiency.

Statistics prove conclusively that enforcement of building code provisions are directly responsible for the dramatic decrease in fire deaths and structural failures of past generations.

Insurance providers recognize the importance of a vigorous enforcement program by providing lowered insurance rates in communities with active and adequately funded building departments.

To Schedule Inspections

You have 2 options - [online](#) or by telephone, note that **all commercial finals must be requested 48 hrs in advance.**

Online: After **obtaining an online password** from a Permit Technician, you can log-on to eTRAKiT and schedule an inspection request prior to midnight for the next business day schedule. This **password protected** area also allows you to find out various information about your building permits and building permits issued for others such as: inspections requested and their status, permit fees paid, view attachments such as approved site plans, correction notices and much more.

Telephone: Call (509) 545-3442 option **#1** Phoned inspection requests must be placed prior to 4:00pm

GENERALLY, the inspectors will list, in writing, required corrections during each inspection and, if there are no fire or life safety concerns, may allow the work to proceed without re-inspection, provided the corrections are made. The builder/contractor is 100% responsible for completing the required corrections before covering any of the work that generated the correction. If it is later discovered that work was covered without re inspection of required corrections the Building Official will order all work stopped until re inspections have verified compliance.



Tips for a Successful Inspection

- When in doubt - call for an inspection. We'd much rather have unnecessary trips than require materials to be removed to allow inspection.
- The building codes require that the work be ready for inspection prior to requesting the inspection. Please do not call for an inspection until you are certain that the work is complete, code compliant, and ready for approval.
- The following must be available on the site at all times:
 - Inspection record card
 - Approved construction drawings
 - Engineering documents (when applicable)
 - Approved site plan
 - Building Permit
 - Visible site address

Required Inspections

- **Footings and setbacks.** Forms must be complete. Reinforcement tied in place and loose mud or water removed from the formwork. Rough check of building setbacks is done at this time. The approved site plan must be posted on site.
- **Foundations/ monolithic.** Forms are complete; reinforcement in place and any special hardware such as seismic straps are installed. A more accurate check of building setbacks is performed. Please note that inspectors are not ensuring the accurate placement of your building. Compliance with building setbacks is entirely the responsibility of the owner. The building department check of setbacks is not to be construed as authority to violate setback requirements nor is it assurance of accurate building placement.
- **Sewer Service.** The building sewer is connected to the city sewer system. Piping must be on test at the time of inspection. The appropriate slope will be verified at this time.
- **Water Service.** The pipe between the water meter and the building is connected at each end and under pressure. Pipe is to be bedded below frost line in clean material free of rocks or debris.
- **Storm Drains.** All piping and connections must be inspected prior to cover.



- **Underground Plumbing.** All underground piping must be installed and tested with a min of 10' standpipe. Hot water lines must be insulated when installed below the slab. The appropriate slope will be verified at this time.
- **Underground Fire lines.** When the underground piping has been installed a 24hr chlorinated cleansing is required (baking). Provide a bagged hydrostatic flush test. Provide a hydrostatic test min 200 psi for 2hrs. (It is the responsibility of the contractor to provide a Bacterial test sample kit and deliver to the health department. Provide the test results within 24 hrs after sample has been taken). A pre and post inspection for all thrust blocks is required prior to cover.
- **Heating Duct Groundwork.** Provide Inspection of trench, ducting, sealing and insulation wrap prior to cover.
- **Masonry Bond Beams.** Masonry /cmu must be inspected at every 4' lift min. All rebar must be installed and inspected prior to pour. All special inspection reports must be submitted to the city of Pasco.
- **Rough Heating and Ventilation.** Air handling systems (including bath and kitchen fan systems), all related ductwork and fuel gas piping are to be complete. Fuel gas piping must be approved at/or prior to this inspection.
- **Rough Plumbing.** Rough-in plumbing is complete and on test. Drains are to be water filled out of the highest floor level roof penetration or tested with air.
- **Medical Gas.** Medical gas must be pressure tested per listing, protected from damage and supported per code.
- **Gas Piping.** Fuel gas piping must be under test pressure. This inspection should be requested at/prior to the Mechanical inspection. System must be completed up to appliance connectors.
- **Under Floor.** In concrete slab construction, any required insulation, all ductwork and all plumbing are to be in place. Plumbing systems must be on test. For wood platform floor systems the wood substructure is to be complete, plumbing and mechanical systems are not required to be installed at this time.
- **Shear Nailing.** All nailing and connectors must be in place. All windows must be in place and installed per manufacturer's specifications. Roof and wall sheathing is not to be covered until approved. After this inspection exterior sheathing is required to have a weather barrier installed.
- **Rough Electrical.** All wiring is in place including low voltage wiring such as thermostats or alarm systems. Currently, the [Washington State Department of Labor and Industries](http://www.wa.gov) issues permits and performs inspections for electrical installations within the City of Pasco.



- **Framing.** Each inspection above relevant to project, must be complete and approved prior to a framing inspection request.
- **Insulation.** Insulation within wall cavities, floor-ceiling assemblies or single rafter vaulted ceilings is to be in place. Floor and plate lines must be sealed (caulking or approved alternate material). Vapor barriers are to be in place unless an approved vapor retardant paint is proposed.
- **Fire sprinkler.** A visual inspection of head location is required along with a hydrostatic pressure test. (200 psi for 2 hrs.)
- **Sheetrock.** Also known as Gypsum Wallboard. Gypsum wallboard is part of a fire-resistance rated assembly (firewalls) or a lateral force resisting assembly (interior braced walls).
- **Ceiling Grid.** Provide grid inspection prior to cover. Install grid system per engineered requirements and/ or manufacturers written installation instructions.
- **Lath Inspection.** Required when an Exterior Finish Insulating System (EIFS) is used. Required to be certified by the manufacturer as having been installed in accordance with the product manufacturer's specifications. Such certification is only required when EIFS is installed over wood construction.
- **Other.** Each construction project is unique; the inspection process is customized for that project. If your building incorporates unusual construction techniques or products there may be additional inspections required.
- **Manufacturer's Warranty Inspections.** Many portions of the new building must be installed to the manufacturer's specifications (e.g. exterior siding, window flashing, roofing, appliances, flooring and cabinets) to ensure the product warranty is not voided. If the City inspector notes any defects in those particular areas you may be required to provide the manufactures certification that the component of the building in question has been installed to the manufacturer's satisfaction.
- **Commercial finals must be requested 48hrs in advance.** A final inspection approval is required before occupying the building. Finish grade and erosion control measures must be complete. Plumbing, mechanical and electrical systems are to be trimmed out and fully functional. Final electrical inspection must be approved by [WA Labor and Industries](http://www.wa.gov) prior to calling for a Final Building inspection.



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Commercial Finals consist of any or all of the following:

- Fire Alarm Final
- Fire Sprinkler Final
- Building Final. (Equipment commissioning and balancing report will be requested at final inspection).
- Planning Final
- Engineering Final
- Cross connection Final

Save time with online inspection requests! It's secure, reliable and easy.

Please ask your permit technician for assistance with online inspection requests.



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Scheduling by Phone: Call (509) 545-3442 (select option **#1**) All requests for inspections must be called in no later than 4pm to be scheduled for the following business day.

Inspection requests must be recorded in the following format and with complete information or they will not be scheduled:

- Your Bldg. permit or business license number
- The Type of inspection you are requesting
- The Site Address where the work is being performed

All inspection requests must be called in no later than 4pm to be scheduled for the following business day. Any inspections called in during Saturday and Sunday will be on the schedule for Tuesday.

Commercial Final Inspections must be requested 2 business days in advance.

You can request either Morning or Afternoon but we cannot guarantee a specific time. If you need the inspector to meet you at the location to allow access, please leave a call to meet phone number. (you may be as specific as you need to be)

If you are scheduling an inspection for a concrete pour tell us the scheduled pour time and we will try to be at your location within one hour prior to the pour.

Note: We do not call back to confirm inspections, if you are calling before 4pm, your inspection will be scheduled for the following business day.

Any inspections called in between 4 pm on Friday and 4 pm on Monday will be on the schedule for Tuesday.