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## BUILDING INSPECTIONS - Commercial

After your building permit is issued, we inspect your work to make sure it is done according to the approved plans and the applicable building codes. As a permit holder, it is your responsibility to request each inspection. Always have your city-approved plans (stamped) and permit card on site for each inspection.

### Inspection Scheduling

#### Online Portal

- In order to request an inspection, an individual must [register for an account](#).
- Visit [LynnwoodWa.gov/Permit](http://LynnwoodWa.gov/Permit) to look up the permit number and schedule inspections. Your website registration information must exactly match either the owner or applicant information on the face of the permit.

#### Inspections

- Request inspections [online](#) by 4 pm the day before the inspection is needed and provide special instructions to an inspector.
- Provide a valid phone number for a jobsite contact with your inspection request.
- If an inspection is not completed the day it was scheduled, the inspection will be carried over to the following workday. Timing of the inspector's arrival may vary.
- Work cannot continue until the requested inspection is approved, but multiple inspections of the same type may be requested for separate days when construction is ongoing.

### Building Permit Expiration and Extension:

- An inspection must be scheduled or request an extension within 180 days from permit issuance or your permit will expire.
- You must make the written request for an extension before the permit expires and additional fees apply.
- After each inspection your permit expiration date will extend an additional 180 days until you reach the two-year maximum allowed for a building permit.
- No permit will be extended beyond two years from the date the permit was issued. At the end of two years, you will be required to obtain a new/updated permit for the work remaining.

### Addressing

The applicant is responsible for having all private street signs in place and the address posted on the lot prior to final inspection. Temporary address signage may be used during the construction.

### Re-inspection Fee

An unnecessary call for an inspection may result in a re-inspection fee. A few examples of circumstances that may result in additional fees (These are just examples and should not be considered as a complete list.)

**No further inspections will be done until the re-inspection fee is paid.**

- Approved plans repeatedly not readily available to the inspector;
- Repeated failure to provide access on the date an inspection is required; or
- Re-inspection requested of previously required corrections, but the corrections were not made or not ready. Address or lot identification not posted.

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## Building Inspections

It is the applicant's responsibility to schedule all applicable inspections.

**Footing, Setback, and Erosion Control Inspection:** An inspection is required before placing any concrete. Inspections are made after all excavation and after forms are erected with required reinforcing (rebar) material installed. Property lines shall be identified by corner pins and by string lines.

**Foundation:** An inspection is required before placing any concrete. Inspections are made after all excavation and after forms are erected with required reinforcing (rebar/Ufer ground) material installed.

**Storm system/Footing drain:** An inspection may be done at the same time, otherwise not subject to this inspection sequence.

**Groundwork:** Inspection before back-filling or pouring a concrete slab and after all plumbing drain, waste, vent, and supply lines are installed, which will be under slab and are under pressure test.

**Sub floor:** An inspection is required if there is a crawl space (before any decking is placed).

**Slab:** Inspection of required under-slab insulation, rebar or structural grids and vapor barrier prior to placing concrete.

**Under Floor:** Inspection includes plate anchor bolt and washer size, braced wall line anchor straps, braced wall panels in crawl space, beams, floor joist size and spacing, the location of required double joists under interior braced wall lines, and the removal of all loose wood or other debris including cardboard forms on the footings and pier pads

**Flood Fringe:** If you are building in a flood fringe then you are required to obtain an elevation certificate. This must be done prior to the Final Building Inspection. Call (425) 670-5400 for information.

**Exterior Shear Wall and Hold Down Inspection:** Inspection of exterior and interior structural "shear" walls including all required strapping, plate nailing, hardware, and appropriate nailing patterns. This inspection must be completed prior to covering any of the related wall items.

**Exterior Energy (Insulation):** Inspection of continuous exterior rigid insulation applied over the shear walls and inspected prior to house wrap and siding.

**Plumbing Rough-In Inspection:** Inspect after the plumbing systems are installed and ready for inspection. Service water pipe and drain waste and vent piping must be under water test and the test observed by the building inspector.

**Electrical Rough-In Inspection:** Inspect after the electrical systems are installed and ready for inspection.

**Gas Test Inspection:** Inspect after gas piping is installed and ready for inspection. Gas piping shall be under air test and the test observed by the building inspector.

**Fire Sprinkler Inspection:** Inspect by the South County Fire Department.

**Frame Inspection:** Inspect after the plumbing, mechanical, and electrical systems are installed and ready for inspection, and all framing, fire-blocking, bracing, pipes, and chimneys are complete, roofing installed, and windows in place and pre-caulk complete. Electrical must be "Approved for Rough-In Service. Water pipe and drain waste and vent piping shall be under water or air test, and the test observed by the building inspector.

**Ceiling:** In non-residential construction with drop ceilings, an inspection of the ceiling grid is required prior to the installation of ceiling tiles. Contractor must verify seismic bracing requirements and schedule an inspection prior to placing ceiling tiles.

**Interior Energy (Insulation):** Inspect after the framing, rough in plumbing, rough in electrical and rough in mechanical has been approved and the structure has been completely dried in, insulated, and caulked. Windows and

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insulation shall have their rating labels attached, insulation batts labeled, and heating duct insulation values identified. HVAC and water-heating equipment efficiency was labeled and inspected.

**Wallboard/ Sheathing:** Inspections are required on all fire-rated walls in commercial and multifamily, and for all gypsum shear walls. Inspection should be done before covering any nailing or joints. Any fire-rated wall joints greater than a 1/8" gap is not allowed.

**Other Plumbing Final Inspection:** Inspect after the backflow prevention systems are installed and ready for inspection. A complete backflow prevention testing report is required.

**Right-of-Way Final Inspection:** if required

**Site Development & Planning Final Inspection:** As appropriate. Inspection includes required landscaping, stormwater control facilities (vaults, open detention, catch basins, storm filters, etc.), accessory structures, parking, etc.

**Fire Protection Systems Inspection:** As appropriate.

**Special Inspection Reports:** Items that require a special inspector review must have all final reports submitted to the building inspector before final inspection. The required special inspection reports should be listed on the Special Inspection form and will be addressed in the holds on the permit if required.

Special inspections are in addition to the required City of Lynnwood inspections and do not replace the need for the City of Lynnwood to view that work prior to cover.

**Pre-Final:** A pre-final inspection may be requested whenever "Holds" are in place that prevent a final inspection from being scheduled. This provides an opportunity for an inspection while you take care of satisfying the "Holds."

**Final Building Inspection:** Inspection is made after the grading is completed, the site is stable, and the building is complete and ready for occupancy. Address and street name signs shall be posted. Most nonresidential and multi-family projects are required to have all required landscaping, parking lot, storm drainage and any public improvements installed prior to final building inspection approval. It is the applicant's responsibility to coordinate with the various department inspectors to obtain approval of these items before calling for a final building inspection.

**Occupancy:** Business and commercial occupancies must have a Certificate of Occupancy issued prior to occupying the building or space. The Certificate of Occupancy must be posted in the business or tenant space. Occupancy without an approved final inspection or Certificate of Occupancy is a violation of the City Code, and violators may be subject to substantial fines and/or a vacation of structure.

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**Other Pre-construction Meetings:** We may also require the following but are not limited to:

- Geotechnical special inspections pre-construction meeting
- Post-tension pre-construction meeting (you must submit post-tension shop drawings and we must approve them before this preconstruction meeting)
- Shotcrete pre-construction meeting
- Reinforced masonry pre-construction meeting
- High-strength concrete pre-construction meeting (required for all concrete placed that meets or exceeds 7,000 psi at any given age) (Batch Plant)
- Mat / Mass Concrete pre-construction meeting (required any time the total yardage of concrete placed within a 24 hour period exceeds 3,000 cubic yards)
- Structural steel pre-construction meeting
- Wood framing pre-construction meeting (you must schedule this before fabrication of any pre-fabricated structural panels)
- Curtain wall pre-construction meeting