



# Residential Inspection Processes and Information



## DO YOUR HOMEWORK:

### *Tips on Planning a Successful Home Construction Project*

1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
2. Verify that the contractor's license is active and check the complaint history at **hirelicensedcontractor.com** or call 503-378-4621.
3. Ask for, and check references. Look at other jobs the contractor has completed recently.
4. Verify who will be responsible for securing the necessary permits.
5. Agree in advance to a payment schedule, don't pay for everything up front.

## ABOUT US

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

For further information please visit our website at [www.astoria.or.us](http://www.astoria.or.us).

## KEY INFORMATION REGARDING RESIDENTIAL INSPECTION PROCESSES

*This checklist is intended to guide you through some of the City's Building Division inspection processes but does not cover every inspection requirement or process necessary for every project. We hope this checklist assists you in having a positive construction experience with the City of Astoria.*

*If you are not sure when you need an inspection, remember that a good rule to follow is to not cover or conceal any work until the work is inspected and approved. (i.e. call for the insulation inspection before you cover it with sheetrock). If in doubt, call and we will let you know if you need an inspection.*

## INSPECTION REQUESTS

Inspection requests must be received prior to 7:30 a.m. to be performed the same day. Inspection requests received after 7:30 a.m. will be performed the following business day. Phoned-in inspection requests must be received on our 24-hour recorded inspection request line by calling (503) 325-1004. Please do not leave inspection requests on the inspector's cell phone. The more complete and concise the information left on the inspection line, the quicker the inspection can be processed. The inspection will not be performed if your inspection request contains incomplete or inaccurate information.

## PLEASE LEAVE THE FOLLOWING INFORMATION WHEN REQUESTING AN INSPECTION:

- **Job site address:** Correct street name including the address number(s).
- **Type of inspection requested:** Be very specific - examples are "Plumbing top-out inspection for cover" or "Building inspection for roof shear nailing".

## KEY INFORMATION REGARDING RESIDENTIAL INSPECTION PROCESSES

- **Permit number:** Provide the full and correct permit number that correlates with the inspection desired. (Remember, some projects have multiple permits.)
- **Contractor name:** Spelling the name is helpful.
- **Contact name and phone number:** Name of the contact person and the contact person's area code and phone number.
- **Scheduled inspections:** We do our best to provide scheduled inspections but cannot guarantee times unless an appointment has been scheduled in advance. Granting timed inspections will be based on the inspector's workload and schedule.

### THE FOLLOWING ITEMS SHOULD BE VERIFIED ON SITE PRIOR TO REQUESTING AN INSPECTION:

- **Approved stamped plans** from the City's Building Division must be on site and available for the inspector's use or the inspection cannot be performed. Approved stamped plans, permits, previous inspection reports, and special inspection reports must be on the job and accessible to the inspectors for every inspection.
- **The job site permit number card** is required to be posted at all times on a sign visible from the street or access way. If the site has one address and buildings are numbered separately, the building numbers are required to be posted in front of or on each building.
- **Revisions and field changes to approved plans** shall be submitted to and approved by the City prior to requesting an inspection for

that portion of the project. The City-approved stamped revisions shall be available on the job site at the time of the inspection. The building inspector may approve minor revisions, clarifications, or field changes during an inspection. Field changes to engineered plans are not permitted. Any field changes may be subject to additional review and approval by the Planner for zoning and historic purposes and/or by other City departments.

### REINSPECTION FEES

Reinspection fees may be assessed when the inspector receives repeated inspection requests for the same correction item(s) or the job is not ready for inspection when the inspector arrives.

### PLEASE PLAN AHEAD

Your construction schedule should always include time for inspections and field corrections if required. Please feel free to contact the City Building Division at **503-325-1004** with any questions as each project is unique and we would be happy to help answer your questions.

## HOW TO CONTACT US

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