



## COMMERCIAL INSPECTION PROCESSES AND INFORMATION

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

- Requesting Inspections:** Requests for inspections must be received prior to 7:00 a.m. to be performed the same day. Inspection requests received after 7:00 a.m. will be performed the following business day. Web inspection requests may be made through our website at [www.BeavertonOregon.gov/scheduleinspection](http://www.BeavertonOregon.gov/scheduleinspection). Phoned-in inspection requests must be received on our 24-hour recorded inspection request line by calling (503) 526-2400. The more complete and concise the information left on the inspection line, the quicker the inspection can be processed. Faxed-in inspection requests must be made to (503) 526-2550 and on an **official** fax inspection request form. The inspection will not be performed if your inspection request contains incomplete or inaccurate information. Please leave the following information when requesting an inspection:
  - **Permit number:** Provide the full and correct permit number that correlates with the inspection being requested.
  - **Job site address:** Correct street name including the address number(s).
  - **Type of inspection requested:** Be very specific – for example, “Plumbing top-out inspection for cover; Building inspection for roof sheathing nailing; Electrical inspection for ceiling cover.”
  - **Contractor name:** Spelling the name is helpful.
  - **Contact name and phone number:** Name of the contact person, contact person's area code and phone number. It's helpful to indicate if the number is long distance.
  
- Timed inspections** requested on the 24-hour inspection request line are not guaranteed. Leaving inspection request messages on the inspector's phone line will not result in receiving an inspection. The inspection request must be made as indicated above in “Requesting Inspections” section. Your project inspector must then be contacted directly to set up a timed inspection. Granting timed inspections will be based on the inspector's workload and schedule. You will be routed pursuant to the inspector's schedule if you do not talk directly to the inspector.
  
- 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 address** 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. The site address must be posted at the site entrance or on the first building closest to the site access. Failure to post the job site address may result in you not receiving your inspection.

- Fire department access** ways and operational fire hydrants are required for each site. All access ways and hydrants shall remain clear at all times for emergency vehicles.

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- Conditions of plan approval** on the plan review letter(s) needs to be reviewed. Please discuss any questions concerning the conditions with the project inspector and/or project plans examiner.

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- Revisions and field changes to approved plans** shall be submitted to and approved by the City plans examiner prior to requesting an inspection for that portion of the project. The City-approved revisions shall be available on the job site at the time of the inspection or the inspection cannot be performed. The building inspector may only approve minor revisions, clarifications, or field changes during an inspection at the discretion of the inspector. Revisions shall have details and justifying information stamped by the design professional responsible for the revision.

- Special inspection reports are not accepted in lieu of a City inspection.** Special inspections by third party inspectors are in addition to the required City inspection(s).

- Special inspection(s) and/or structural observation** shall be performed, and the field reports shall be on site prior to requesting the City building inspection for that portion of the project (compaction testing, concrete, reinforcing, bolting, welding, structural steel, seismic bracing systems, post-tension cables, etc.).

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- Deferred submittal(s)** (truss details, structural steel shop drawings, fire sprinkler system plans, fire alarm system plans, etc.) shall bear the City of Beaverton Building Division's approval stamp and be posted on the job site for the portion of the job needing inspection or the inspection cannot be performed. **The building inspector does not approve deferred submittals in the field at the time of inspection.**

**The list of deferred submittals should be on the approved plans.** Deferred submittal(s) can take several weeks to review. Please plan ahead, and submit the deferred submittal(s) to the City early enough so the deferred submittal approval process does not hold up your project.

- **Shop drawings** need the design engineer and/or the architect of record shop drawing review stamp on the drawings prior to submitting the drawings to the City plans examiner. All shop drawings for the portion of the project needing inspection shall bear the City of Beaverton Building Division’s approval stamp. All shop drawings shall be posted on the job site at the time of the inspection or the inspection cannot be performed. **The building inspector does not approve shop drawings in the field at the time of inspection.** Shop drawings can take several weeks to review. Please plan ahead and submit the shop drawings to the City early enough so the shop drawing approval process doesn’t hold up your project.
- **Reinspection fees** are assessed for each inspection when the City receives too many inspection requests for the same correction item(s) or the inspection isn’t ready when the inspector arrives on the project site. You will be notified in writing prior to any reinspection fee being assessed to give you the opportunity to correct the problem. The reinspection fees must be paid prior to receiving any more inspections for that portion of the project. The inspector will work with you on phased projects or inspections.
- **Please plan ahead.** Your construction schedule should always include time for inspections and the possibility of not passing your inspection the first time.
- **Project phasing** of inspections must be discussed with the project inspector. A process for phasing of a project’s inspections must be outlined with the project inspector to provide a smooth transition from one phase of the project to another phase of the project and then to the project final.

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- **Footing inspection** approval will not be granted by the building inspector until all Geotechnical report requirements have been met, erosion control approval obtained, special inspections completed and approved for compaction and reinforcing, structural engineer’s observation approval is granted, and/or other required approvals and inspections have been completed. **The City of Beaverton considers and enforces all Geotechnical engineer recommendations as requirements.**

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- Slab inspection** is to be requested after all reinforcing and underslab utilities have received their approvals for cover (i.e., electrical, plumbing, mechanical, etc.).
- Masonry inspection** is to be requested after the masonry is installed, reinforcing steel is in place, any electrical and/or plumbing is inspected and approved, required special inspection(s), and required structural observation by the engineer of record are completed and approved and prior to grouting the walls. If you are planning lifts in excess of five feet, discuss the required process for inspection with your inspector of record.

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- High-lift grouting** of masonry is not permitted unless the City has granted prior approval for it. Inspection for high-lift grout is to be requested after the masonry is installed, reinforcing steel is in place, any electrical and/or plumbing is inspected and approved, required special inspection(s), and required structural observations by the engineer of record are completed and approved prior to grouting the walls.

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- Roof sheathing** nailing, metal decking (Q-deck), or other floor and/or roof surfaces shall be inspected and approved prior to covering. Nails that don't penetrate the framing members (shiners) shall be removed and sheathing renailed prior to calling for inspection.

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- Shear wall inspection** is required prior to covering wall sheathing with a vapor barrier and siding. Nails that don't penetrate the framing members (shiners) shall be removed and sheathing renailed prior to calling for inspection.

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- Underground fire line** installations are required to meet NFPA 24 and the civil engineer's design on the approved plans. Thrust blocks and piping installation inspection is required prior to covering the pipe. A **200-pound hydrostatic test for two hours** conducted in the presence of the building inspector with no drop in pressure is required on all systems. This test shall be set up with the inspector in the morning or early afternoon. Late afternoon requests for hydrostatic tests will be moved to the following morning due to the length of the required test. Flush and flow testing in the presence of the inspector is required prior to putting the fire line into service. Contractor test and materials certificate is required prior to the final approval for the installation.

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- Fire sprinkler inspection** and testing is to be made after the system piping is completed and before being concealed within construction elements. A **200-pound hydrostatic test for two hours** conducted in the presence of the building inspector with no drop in pressure is required on all new systems and alterations or additions of existing systems with over 100 heads or when deemed necessary by the building inspector. Contractor test and materials certificate is required prior to the final approval for the installation.

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- Dry pipe systems** are required to have a hydrostatic test as well as a **40-psi air pressure test for 24 hours** conducted in the presence of the building inspector. Contractor test and materials certificates are required for all new installations and/or systems with alterations or additions in excess of 100 heads.

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- Fire alarm inspection** for proper location of appliances at the rough framing inspection is required for new construction. A full systems test is required after all installations are completed. The installing contractor shall perform a system test prior to calling for a final inspection and/or acceptance test by the City. A certificate of installation is required to be completed and provided to the building inspector at the time of the inspection.

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- Framing inspection** is to be requested after plumbing, electrical (including any low voltage installations), mechanical (gas piping, refrigeration lines, ductwork, fire dampers, etc.), fire alarm installations, fire sprinkler installations, required special inspection(s), and required structural observations by engineer of record are completed and approved and before covering any elements of construction.

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- Disabled access** consultation is recommended for the site and the building. This is not a requirement but offered to try and prevent potential problems.

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- Drywall inspections** are only required for walls that are fire rated or have any structural shear value to them and will be made after all fasteners are installed and prior to covering any joints or fasteners. Fire-rated walls shall be installed to their installation instructions and listing. All fire-rated wall listings and installation instructions shall be made available to the inspector.

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- Fire-rated assemblies** are required to be inspected prior to being covered by any construction elements. Fire-rated assemblies shall be installed to their installation instructions and listing. All fire-rated assembly listings and installation instructions shall be made available to the inspector. The City of Beaverton will do destructive testing on at least 10 percent of all fire stop assembly installations.

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- Mechanical inspections** (equipment installations, fire dampers, ductwork, refrigeration lines, gas piping, condensate pans and/or drains, seismic restraint systems, etc.) are to be made after all installations are completed and prior to being covered by any construction elements. Gas piping will receive a green tag only after equipment installations are completed and approved through inspection.

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- Refrigeration systems** with field-erected piping will require a piping installation inspection and pressure test prior to covering with building construction elements and prior to charging the system. A declaration certificate will be required for all systems that have over 55 pounds of refrigerant.

- Type 1 hood and duct installations** shall be inspected and approved prior to concealing within building construction. Inspection(s) of the listed one-hour shaft framing, drywall, and/or other listed rated assembly installations are required. Rough hood and duct assembly inspection, fire suppression system installation with operation testing, and final mechanical inspections are required.

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- **Premanufactured panels** shall bear the State of Oregon label before requesting a final inspection.
- **Ceiling grid inspection** is to be made after fire sprinklers, electrical (including low voltage installations), mechanical, plumbing, structural, draft stopping, and fire-rated assemblies are installed, inspected, and approved and prior to installing **any ceiling tile**. Please call and discuss cutting in borders and/or other tiles with the building inspector prior to installing any tiles.

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- **Final inspection** approval process has a separate handout, which will be given toward the end of the project. Your inspector will go over the final approval process upon your request or as the project nears completion.
- **Licensing compliance inspections** will be performed by all City of Beaverton inspectors. If unlicensed individuals are found to be performing electrical or plumbing installations on a construction project, a stop work order will be posted for the entire project until such time as the contractor can prove only licensed employees are assigned to the project. If an individual performing plumbing or electrical installations refuses to show their license, a stop work order will be placed on the entire project until that individual produces the appropriate license. Apprentices shall not be working on a project without a journey overseeing their work. If an apprentice is found to be working on a project without a journey present, a stop work order will be placed on that portion of the work.
- **Permit compliance inspections** will be performed by all City of Beaverton inspectors. A stop work order will be placed on a project if a contractor or subcontractor is working on a portion of a project and the contractor has not obtained the appropriate permits for the work being undertaken. Deferred submittals shall be submitted to the City, approved through plan review, and the deferred submittal plans on site prior to any construction being undertaken on the portion of the work that is under a deferred submittal. Failure to have the City-approved plans on site can result in a stop work order being placed on that portion of work that has not been approved by the City.
- **Site plumbing inspections** will be performed on all water, storm, and sanitary sewer piping after installations are made and prior to backfilling of any kind.
- **Underslab plumbing inspections** will be performed on all installations of any plumbing installations

*The City of Beaverton's inspectors are here to assist you with the timely completion of your project. Please do not hesitate to call and ask questions. The inspectors try to always be available, but on occasion are away from their phone. Please leave a voice mail message and your call will be returned within 24 hours.*