

Project Representative Available

The General Contractor shall have a project representative available to City Inspectors at all times. This person shall be authorized to make decisions necessary to conduct day-to-day construction activities.

Construction Hours: M-F 7:00 am to 6:00 pm except holidays.

Any work performed outside of the times noted above shall be allowed only by an approved Expanded Work Hours Permit. Requests for Expanded Work Hours must be submitted via a new application on MyBuildingPermit.com no later than WEDNESDAY, 12:00 noon, prior to the weekend requesting work. Late requests will not be considered. Requests for Saturday work will not be considered beyond the hours of 9 am to 5 pm. **NO SUNDAY WORK ALLOWED.**

Revisions to Plans

Any revisions to the plans must be submitted to the Development Services Department **ON FULL-SIZE SHEETS**. Changes must be clouded and any new sheets must be added to the sheet index. Please fill out a City of Issaquah green revision form and submit the form with the changes. Please allow reasonable timing for approval of changes. **Engineering will not be reviewed or approved out in the field.**

Plans and Permit on Site

City approved permit and drawings shall be available to the City inspector at all times during a requested inspection. Plans shall be located in a dry environment. Please do not place plans in porta-cans.

Mechanical

Projects with roof top air handling units must call for City inspection of connections both from curb-to-roof as well as unit-to-curb.

Inspection Requests

Please request all inspections on www.MyBuildingPermit.com and click on "Inspections". Requests for inspections must be submitted no later than 6:00 am.

- **Homeowners may request a two-hour window to schedule an inspection. Enter desired time frame in "Message to Inspector" box. Requested times are not guaranteed.**
- **We are unable to accommodate any calls requesting time of inspections. Check the "Today's Inspections" page for estimated arrival times.**
- Please request concrete inspections one day prior to pouring.
- All inspections shall be ready for inspection by 8 am the morning of the inspection.
- Call for all applicable inspections listed on the back of the permit form.
- Please call 425-837-3100 if you need to cancel a scheduled inspection. Cancellations may not be accepted if left on a recording. You may be assessed a re-inspection fee if inspection has not been canceled and inspector arrives at the site.

Roof and Exterior Wall

Request roof and exterior wall nailing inspection prior to covering. Failure to call for inspection prior to covering will result in areas of roof and/or wall covering being removed for inspection. For roof inspections **please provide a ladder and a safety line at time of inspection.**

These requirements are intended to address the most common issues on remodel/ti projects. For information on other issues, please contact a building inspector directly with questions regarding procedure.