

Thurston County Development Services Construction Inspection Guidelines



The items that are listed below are an easy way to determine whether you're ready for a final inspection for construction related issues.

- When do I call for an inspection?
- What information do I give when I call to request an inspection?
- How soon after I call can I expect my inspection?
- Must I be present when the inspector comes and do I need approved plans on site?
- If I need to talk to my inspector, when can he/she be reached?
- What do I do if I have a code related question during the day when an inspector is not available?
- What will happen if my system fails to pass Inspection?
- What do I do if I do not understand the required corrections?
- When can I occupy or use my structure?
- If I contract with a builder for the construction, who is responsible to call for inspections and final occupancy approval?
- When can I request approval to occupy my building?

When do I call for an inspection?

All inspections: Work must be complete, pretested and ready. If a plan review letter was generated, all items listed on the letter must be resolved before calling for an inspection. A copy of the approved plans and a copy of the plan review letter must be at the job site at the time of inspection.

Fire Alarm: This includes all auxiliary equipment and the fire alarm controls. All carpeting, ceiling tile, drywall and doors must be in place to conduct alarm audibility tests.

Underground Hydro: Underground may be covered if cover inspection has occurred, however, pressure drops must be within allowable limits. Hydro must occur prior to connection with the building or the city.

Underground Flush: Inspection must occur prior to connecting with the building system.

Sprinkler Cover: You must call for cover inspections prior to installation of drywall or tiles that would interfere with visual access

Elevator Inspections: Inspection should not be requested until the electrical and elevator permits have been signed off and the fire alarm system is completely installed.

Whom do I contact to request an inspection?

To schedule inspections call 360.786.5489. All systems that require a functional test must be pretested prior to the inspection appointment date.

What information do I give when I call to request an inspection?

Your name, the permit number, your company, your phone number, the inspection address, the type of inspection, and the number of devices to be tested.

How soon after I call can I expect my inspection?

24 Hours for Fire Sprinkler and 72 hours for other fire related construction items. Careful adherence to the procedures outlined in this bulletin will reduce the likelihood of a delay.

Must I be present when the inspector comes and do I need approved plans on site?

A representative capable of performing the required tests and capable of providing access to inspection areas must be present. This person must have a copy of the approved plans and a copy of the plan review letter.

If I need to speak to my inspector when can he/she be reached?

Scheduling of appointments is done between 8:00 AM and 9:00 AM, Monday through Friday at 360.754.3355 Ext. #6879. Messages for Inspectors may be left between 7:00 AM and 5:30 PM, Monday through Friday, at 360.754.3355 Ext. #6879. Inspectors will return calls when in the office.

What will happen if my system fails to pass inspection?

All systems must be pre-tested to prove they work correctly before Thurston County Fire Marshal Office Inspectors perform their inspection.

What do I do if don't understand the required corrections?

You may contact Thurston County Fire Marshal Office at 360.754-3355 Ext.# 6879 for any explanation or clarification.

When can I occupy or use my structure?

Occupancy and use of the structure is permitted only after approval of the Development Services Department. You are in violation if you occupy the premises prior to obtaining this approval. The Fire Marshal Office considers occupancy to occur when non-construction employees or people begin working in or using the structure. Occupancy also occurs when nonpermanent mounted stock or furnishings are moved into the building.

If I contract with a builder for the construction who is responsible to call for inspections and final occupancy approval?

The legal owner is responsible to call for inspections and approvals. If you want your builder to assume this responsibility, this should be specified within your contract, but you should check your permit and make sure final approval to occupy has been given prior to moving into the building. Normally, the installing company schedules the inspection appointment for their installation.

When can I request approval to occupy my building?

When the fire protection systems are approved and inspected and the exit ways are completed.