This checklist is intended for our external customers to prepare for an inspection. It is also intended for internal use for our inspectors to improve consistency and overall service delivery.

Please verify the following items are complete before calling for an inspection:

**Permits and Plans**

- Job address is posted in a visible location.
- Permit and approved plans are on site and accessible to the inspector.
- Permit information is correct (address, permit number, description of work, etc.).
- Plans have been reviewed for any special inspection requirements.

**NOTE:** If special inspections are required, the contractor is requested to note on the permit each time the special inspector is on the site. Also, it is the contractor’s responsibility to ensure that the special inspector is certified to perform the required type of inspection.

**General Items**

- All exterior plumbing work is complete.
- Check water meter box.
- Main sewer cleanout accessible
- Downspouts are connected
- Any unused rain drains permanently capped off
- Hose bibs sealed and secured
- Yard catch basin installed if required on plans
- All lot drainage goes to an approved disposal point
- Main water shut off installed
- Water pressure is 80 psi or less
- Seal fixtures at wall, floors and counter tops
- Hot and cold water is on correct sides of fixtures
- Check water temperature on showers
- Check for proper clearances for fixtures
- Water heater shut off installed
- Pressure and temperature relief valve installed
- Dishwasher hose properly installed
- Check for irrigation system and test report for backflow device
- Check for leaks
- Garbage disposal and dishwasher properly installed
- Water heater properly installed

**Note:** These are general requirements only and do not reflect all conditions. For additional information please contact the Building Development Division at 503-618-2845.