



KITTITAS COUNTY
COMMUNITY DEVELOPMENT SERVICES
 411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926
 PHONE (509) 962-7506 ■ FAX (509) 962-7682

B-015
BULLETIN

COMMERCIAL PRE-CONSTRUCTION MEETING

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS

(FOR STAFF USE ONLY)	
BUILDING PERMIT NUMBER:	DATE ISSUED:
Comments:	Entered By:
CDS INSPECTOR NAME:	
Phone:	Email:
CDS PLANS EXAMINER:	
Phone:	Email:

BUILDING PERMIT CONTACT INFORMATION

PROJECT NAME:	
SITE ADDRESS:	
General Location:	Bldg, Unit, Suite:

CONTRACTOR:	Phone:
Mailing Address:	Fax #:
State Contractor's License #:	E-Mail:
SITE SUPERVISOR/ SUPERINTENDANT:	
Mailing Address:	Fax #:
Comments:	E-Mail:

OWNER OR AUTHORIZED AGENT:	Phone:
Mailing Address:	Fax #:
Firm or Company Name:	E-Mail:

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:	Phone:
Mailing Address:	Fax #:
Firm or Company Name:	E-Mail:

SPECIAL INSPECTION AGENCY CONTACT:	Phone:
Mailing Address:	Fax #:
Firm or Company Name:	E-Mail:

INSPECTION REQUEST

Inspections may be requested by calling the CDS Inspection Request Line at (509) 962-7694, on line at: <http://www.co.kittitas.wa.us/cds/building/inspection-request.aspx> or by email at cds@co.kittitas.wa.us. Please supply the following information to complete an inspection request:

- Requested inspection date
- Permit number
- Property owner name
- Physical site address
- Directions to the inspection site
- Type of structure inspected
- Type of inspection(s) requested
- Contact name and phone number
- Email Address
- Tax parcel number

Inspections are conducted Monday through Friday, excluding holidays. Inspection requests received by 3 pm on business days will be performed the following business day unless a later date is requested. Inspection requests received after 3 pm on business days will be performed two business days from the

date the request was received unless a later date is requested. Inspectors **cannot** add or reschedule inspections in the field.

It is appreciated that cancellations be made prior to the day of the inspection. Inspection schedules are set at 4 pm each day.

An inspection schedule may be viewed on the CDS web page at:
<http://www.co.kittitas.wa.us/cds/inspections.asp>

INSPECTION PROCEDURE

The permit card must be on-site for an inspection to be completed. If the permit card is not on-site, the applicant will receive a written warning. Every permit will receive only one written warning if the permit card is not on-site. A second failure will result in a re-inspection fee and no further inspections will occur until the fee is paid.

The approved permit plans must be on-site and available to the inspector.

The job site shall be maintained in a safe condition and all pathways to inspection areas shall be free of obstacles and hazards. The inspection will not be performed if the job site is unsafe or inaccessible.

SPECIAL INSPECTIONS

In accordance with 2015 International Building Code Chapter 17, the **owner** or the **registered design professional** in responsible charge acting as the owner's agent shall employ one or more special inspectors to provide inspections during construction.

All special inspections shall be performed and reported in accordance with the signed Special Inspection Agreement (Bulletin B-010).

The approved special inspection agency shall strictly adhere to the reporting requirements of the signed Special Inspection Agreement.

If agreed to by all concerned parties, the weekly special inspection reporting may be made through email only to the prearranged CDS contact person as identified below:

CONTACT PERSON: _____

TITLE: _____

PHONE: _____

EMAIL: _____