

## **Building Inspection Process**

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Inspectors are available for phone calls

#### **Monday - Friday**

##### **Morning Between**

**8:00 - 8:30 am**

##### **Afternoon Between**

**3:00 - 4:00 pm**

- After you receive your permit and begin construction, you or your contractor will need to call for inspections. Depending on the project, you may need as few as two inspections or as many as several dozen. The required inspections are listed in each of the applicable codes, and you will be told which inspections you need when you pick up your permit.
- The work must be ready for the inspection requested at any time during the day it is requested for. If it is only anticipated that the work will be ready you should request the inspection for the following day. Due to the nature of the inspection process it is very hard to pinpoint a time when an inspector will arrive. You may call the inspector on the morning of the day your inspection is scheduled between 8:00 and 8:30 am to get an estimate of what time you can expect him. The inspectors leave City Hall precisely at 8:30.
- Inspections are performed between 9 a.m. and 3 p.m. daily. If you place your request prior to 7 a.m. that day, we will make every attempt to do a same-day inspection. Otherwise, it will be done the following business day.
- The inspector will either approve the work, or write up a correction notice. The corrections must be completed before another inspection can be requested. Additional fees may be charged if the same inspection is called for too many times, and not corrected or if the area to be inspected was not accessible.
- Your permit is valid for 180 days from the date of issuance or from the date of the most recently approved inspection. As long as you are continuing to work on your project and calling for regular inspections, your permit stays active. Once you have received your final building inspection approval, your permit is finale and occupancy is allowed.

#### **Web Links**

[Residential Inpection Handout and Codes](#) [Commercial Inspection Handout and Codes](#)

Source URL (retrieved on 01/31/2015 - 1:07pm): <http://ci.oswego.or.us/building/building-inspection-process>