



This document is a guideline to contractors and developers for inspection-related expectations, processes, procedures, and general requirements.

<u>TABLE OF CONTENTS</u>		<u>PAGE</u>
1	PERMITS ..	3
2	INSPECTION INFORMATION	3
3	INSPECTION PROCESS	3
	3.1 Preconstruction Meetings	3
	3.2 Inspection Requests	4
	3.2.1 Off Hour Inspection Requests	5
	3.3 Inspection Contact Information	6
	3.4 Special Inspections	6
	3.5 Inspection Corrections	6
4	CONTRACTORS	7
5	DURING CONSTRUCTION	7
	5.1 Construction Noise Control	7
	5.2 Pedestrian Protection	8
	5.3 Revisions	9
	5.4 Revisions Requiring Plan Review	9
	5.5 Revisions Not Requiring Plan Review	9
	5.6 Submitting Revisions & Additions	9
	5.7 Revisions After Permit Issuance	10
	5.8 Limited Use Occupancies for Buildings Under Construction	10
	5.8.1 Use of Parking Garages Prior to TCO	10
	5.8.2 Installation of Furniture or Furnishings Prior to TCO	10
	5.8.3 Limited Occupancy for the Purpose of Training or Stocking	11
6	FINAL INSPECTIONS & CERTIFICATE OF OCCUPANCY	12
	6.1 Final Inspections	12
	6.2 Certificate of Occupancy	13
	6.2.1 TCO/CO Inspection Sequencing & Permit Approvals	13
	6.2.2 TCO Process Steps	15
	6.2.3 Department Contacts	16
7	REQUIREMENTS FOR TCO & OCCUPANCY	16
	7.1 Phased Occupancy	16
	7.1.1 General Considerations	17
	7.1.2 Submittal Requirements for Phased Construction	17
	7.2 General Requirements for the Site	18

7.2.1	Clearing and Grading Requirements.....	19
7.2.2	Land Use Division Requirements.....	19
7.2.3	Fire Department Requirements.....	20
7.2.4	Transportation Department Requirements	20
7.3	General Requirements for the Building.....	20
7.3.1	Fire Department Requirements.....	20
7.3.2	Building Division Requirements.....	21
7.3.3	Mechanical Requirements	22
7.3.4	Plumbing Requirements	23
7.3.5	Electrical Requirements	24
7.4	General Requirements for Municipal Utilities.....	25
7.4.1	General Considerations.....	25
7.4.2	Storm Drainage	25
7.4.3	Wastewater.....	26
7.4.4	Water.....	26
7.5	General Requirements for the Transportation System.....	26
7.5.1	General Considerations.....	27
7.5.2	Specific Requirements	27

The following Appendices are found on the City of Bellevue internet at:

<https://development.bellevuewa.gov/cms/One.aspx?portalId=5588383&pageId=5668567>

APPENDIX A1: Inspection Contact Numbers

APPENDIX A3: Inspection, Reinspection, Outside Normal Hours & Overtime Fees

APPENDIX B1: Type A Interpretation & Procedure with sample Buyer & Declarant Letters

APPENDIX B2: Shotcrete Preconstruction Meeting

APPENDIX B3: Post Tension (PT) Preconstruction Meeting Agenda

APPENDIX B4: Smoke Control & emergency wiring Preconstruction
(Being updated)

APPENDIX B5: Existing Suspended Ceiling Checklist

APPENDIX B6: Suspending Ceiling Checklist

APPENDIX B7: Preconstruction Meeting Requirements: Major Projects

1. PERMITS

Contractors performing work that is required by any of the building codes to have a permit must post and provide access to the required permit(s) and any approved plans, on-site or in the general contractor's on-site office.

The general contractor is responsible to ensure that all proper permits have been obtained.

Work begun prior to the issuance of the permit for said work is subject to a Stop Work Order and Double Permit Fee.

2. INSPECTION INFORMATION

2.1. Administrative Information (See Appendices A1– A3)

2.2. Building inspection Information (See Appendices B1– B7)

3. INSPECTION PROCESS

3.1. Preconstruction Meetings:

During the course of construction, numerous preconstruction meetings are required by the Building Division prior to construction of the specific area in question. These following precons are to be scheduled as required on your permit through the IVR number 425-452-6875.

- ❑ Major Project All Department Precon (See Appendix B7)
- ❑ Site Building Precon (Building, Mechanical, Electrical, & Plumbing as required)
- ❑ Clear and Grade Precon

The Building Division requires the following formal meetings/precons which are to be scheduled through the Building Inspector Supervisor:

- ❑ Shotcrete Precon (temporary and permanent walls)
- ❑ PT (Post Tension) Deck Construction Precon
- ❑ Smoke Control & Emergency Wiring Precon
- ❑ Pre TCO/CO (Temporary Certificate of Occupancy/Certificate of Occupancy) meeting. A minimum 30 days prior for small to medium size projects and up to 3-6 months for major projects.
- ❑ Pre CO meeting (At the discretion of the Inspection Supervisor)

The building inspector may require the following additional precons on site:

- ❑ Firestopping
- ❑ Curtain wall
- ❑ Structural steel
- ❑ Exterior wall veneer (stone, masonry, etc.)

- ❑ Equipment protection at parking garages (to include, Building, Mechanical, Electrical, & Plumbing)
- ❑ Accessible elements for Type A & B units, public restrooms, etc.
- ❑ Pedestrian protection (See section 5.2)
- ❑ Inspection Expectations
- ❑ Suspending Ceilings

Precons must occur prior to installation of the various systems. Contact your inspector for meeting arrangements. See Appendix B7 for meeting outlines.

Contact Transportation, Fire, Utilities, and Land Use Departments for information regarding their required preconstruction meetings.

3.2. Inspection Requests:

To **request** an inspection, **cancel** an inspection, or to obtain an inspection **status report**, please visit www.mybuildingpermit.com or call the IVR inspection and application status line at **425-452-6875**. Calls must be placed before 6 a.m. to obtain same-day inspections.

To coordinate an approximate time to meet the inspector, please call 425-452-4570 between 7 and 8 a.m. the day of the requested inspection. For Fire Inspections, the Prevention Officer assigned to your inspection will call you using the contact number on your request to coordinate a time before 9 a.m. on the day of your inspection. If you have not been contacted by 9 a.m. call the New Construction Line at 425-452-4254.

If you are scheduling your inspections through the MyBuildingPermit.com website you will need to follow the instructions noted on the site for scheduling your requests.

Utilities, Transportation, and Land Use inspections need to be requested separately. (Call 425-542-6875; for Land Use, contact the specific reviewer.)

Have the following information on hand when requesting your inspection:

- ❑ Permit number
- ❑ Type of inspection (See code number on back of permit adjacent to type of inspection)
- ❑ Any additional information the inspector needs to know regarding this inspection. You will have the opportunity to leave a message for the inspector during the request. It is absolutely essential that area, floor, unit, or suite inspection location information be left in this message in the event that the inspection contact is unavailable at the time of the inspection. If this information is not provided, you may not receive your inspection.
- ❑ Inspection contact phone number of site contact.

No area requiring an inspection can be concealed prior to inspection. The City of Bellevue Building Division is required by law to perform inspections prior to concealment. Areas covered without inspection will be required to be uncovered, at contractor expense, to allow inspection. The general contractor is responsible to ensure that the required inspections are completed and approved prior to concealment.

Areas of inspection must be ready when the inspection is requested. We cannot honor specific times for inspections due to workload. Inspectors can provide an approximation if they are called the morning of the inspection between 7:00 & 8:00 am at 425-452-4570 (main desk) or by calling directly to their work desk.

For congested jobsites with limited parking, designated inspection parking must be made available to inspectors and posted as City of Bellevue Inspection Parking Only. Multiple spaces may be required based on the size, scope, frequency of inspection visits, and the availability of area parking. Failure to provide this parking will result in delayed or cancelled inspections.

Projects requiring complicated building access due to security, limited elevator access (man lifts), etc. will require higher degree of coordination and access by the contractor to facilitate the inspection and minimize waiting times for the inspector.

3.2.1. Off Hour Inspection Requests

Inspection hours for Development Services Department (DSD) building inspectors (building, mechanical, electrical, and plumbing) range from 7:00 a.m. to 3:30 p.m., M-F, unless the inspector is working overtime to meet routine called-in inspections. When inspections are requested outside of those times, special arrangements are required.

Contact the inspector or the inspector's supervisor at least 72 hours prior to the expected inspection. The date and time will need to be definite. When it is confirmed that the inspector is available for the date and time requested and the inspector has agreed to perform the inspection, the contractor will be contacted by the inspector to coordinate the inspection time, exchange contact information, etc.

A fee will be charged for the off-hours inspection. If the inspection is requested for a weekend, holiday, or after hours such that the inspector needs to travel from home, there is a flat nonrefundable fee for 2 hours minimum of inspection time charged at the current hourly rate. Any additional hours will be charged at the current hourly rate. If the inspection is scheduled at either end of the Inspector's workday, as in the early morning or late afternoon, the contractor will be charged at the current hourly rate for each additional hour worked.

Inspection time performed subject to these additional fees will be posted by the Development Services inspector in the permit tracking system under the permit for which the inspection was performed. All fees are required to be paid within 5 days of the scheduled off-hours inspection.

For additional information—including other inspection fees, fees for other departments, and related fee processes—please see Appendix A3: *Inspection, Reinspection, Outside Normal Hours & Overtime Fees*.

3.3. Inspection Contact Information:

Locate and maintain an inspection contact sheet in the plan/permit area. Site contacts for the various disciplines receiving inspections should have their active contact information posted. City inspector names and numbers, special inspectors, and engineer of record should also be posted on this document or in the same location.

3.4. Special Inspections:

Special Inspections are required per the Special Inspection Schedule attached to the approved plans or per the building inspector's request.

Special inspectors must have a Certificate of Registration for each type of inspection performed. A resident inspector will be required for large and complex buildings, as determined by the City of Bellevue during plan review. It is highly recommended that a copy of all of the special inspectors' registrations, picture IDs, and contact numbers be readily available on-site for the building inspector.

Special inspection reports must refer to the City of Bellevue permit number and job address as they appear on the building permit. Copies of all reports must remain on site with the permit and approved plans.

Requests for inspection must be made through the City of Bellevue even when a special inspector is on-site. City of Bellevue inspectors are responsible for checking the work to make sure it complies with the code and that the special inspector is fulfilling his or her obligations. All work must be approved by the building inspector prior to concealing work, regardless of special inspection approval, unless waived by the building official or the building inspector.

3.5. Inspection Corrections:

Each contractor requesting an inspection should have, on-site, a representative that will accompany the inspector during the inspection process. The contact number of this person must be the same as the contact number on the inspection request.

On larger projects the building inspector will provide an inspection sign-off book. This book is used to track inspection approvals throughout the life of the project. The contractor needs to help maintain this book by making it available to all inspection staff.

If corrections are issued, work is to be corrected and called back for reinspection before covering and/or proceeding to the next phase of the project.

Reinspections requested when corrections have not been completed and repeated requests for inspections made when work is incomplete are subject to an inspection fee.

Work being done without approval or repeated disregard for the inspector's corrections may be subject to a **Stop Work Order**. The Stop Work Order **may** require all work to stop on the site. No inspections will be done, per the requirements stated on the Stop Work Order, until such time as the inspector's corrections have been addressed.

4. CONTRACTORS

All subcontractors must be properly licensed by the State of Washington (including out-of-state contractors). All contractors must obtain a City of Bellevue business license. The general contractor must ensure that ALL subcontractors are properly licensed. Each contractor is responsible to know the provisions of the code that the project is being constructed under.

5. DURING CONSTRUCTION

5.1. Construction Noise Control

The Noise Control Ordinance applies to all commercial and multifamily construction and new single-family homes. Construction noise outside the allowable hours is prohibited per Bellevue City Code (BCC) 9.18.040. To be considered a violation, the construction-related noise must be audible across a property line or at least 75 feet from the source. Any violation is a civil noise infraction and the city may assess a monetary penalty to the individual creating the noise. A citation will be issued and a \$250 fine imposed on the first infraction. Construction-related noise violations are called in to 911. Reports of noise violations to the Police Department are communicated to the Code Compliance Division and may result in a Stop Work Order.

Construction-related noise is allowed:

- 7 a.m. – 6 p.m. on weekdays

- 9 a.m. – 6 p.m. on Saturdays

Construction-related noise is not allowed:

- Outside of allowable hours
- Sundays or the following holidays:
 - *New Year’s Day
 - *Martin Luther King Day
 - *President’s Day
 - *Memorial Day
 - *4th of July
 - *Labor Day
 - *Veteran’s Day
 - *Thanksgiving Day
 - *Day after Thanksgiving
 - *Christmas Day

***The City of Bellevue is closed for business on these days. Please schedule inspections accordingly.**

5.2. Pedestrian Protection

Pedestrian protection must be in place prior to construction, remodeling, or demolition activities. This protection is applicable to pedestrian walkways adjacent to lot lines as well as any pedestrian walkways which pass into or through an area under construction or demolition. Covered walkways require a permit and plan review. Pedestrian protection must be in place and inspected prior to construction adjacent to and at the same grade or above as detailed in the table below. Failure to have this feature in place and approved prior to construction will result in a Stop Work Order.

PEDESTRIAN PROTECTION

HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION SIDEWALK, WALKWAY OR LOT LINE	TYPE OF PROTECTION
8 feet or less	Less than 5 feet	Construction railings
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than one-fourth the height of construction	Barrier and covered walkway
	5 feet or more, but between one-fourth and one-half the height of construction	Barrier
	5 feet or more, but exceeding one-half the height of construction	None

5.3. Revisions

Changes or revisions to the city-approved plans may require a revision to be submitted and approved prior to inspection. Please consult the building inspector on your project.

Phasing of projects and changes to prior approved phasing plans will be treated as a revision and will have to go through the plan review process. (See Section 7.1)

Contact Fire, Land Use, Utilities, and Transportation regarding their requirements.

5.4. Revisions Requiring Plan Review:

- Structural changes requiring calculations from the engineer of record.
- Non-structural
 - Egress or exit system and their components
 - Fire resistive construction assemblies
 - Change in use/occupancy
 - Change in construction type
 - Change in phasing
 - Accessibility
 - Energy Code
 - Significant changes to mechanical, electrical, or plumbing systems (revisions required as directed by the mechanical, electrical, or plumbing inspector)

5.5. Revisions Not Requiring Submittal:

- Work exempt from permit per current building code, as amended by the City of Bellevue
- Interior finishes not regulated by the current building code

5.6. Submitting Revisions & Additions:

Changes or revisions that affect work inspected by Clear & Grade, Electrical, Mechanical, Fire, Land Use, Transportation, or Utilities need to be submitted per their requirements.

Revisions are required to be submitted through the Development Services Center with the proper tracking paperwork and cannot be submitted to inspection staff.

The Revisions/Additions Submittal Form is available in the Development Services Center or online at the City of Bellevue.

- Submit revisions within **60 days** of the date the request was made.

- ❑ Provide your permit number.
- ❑ Identify revised/added information by circling, noting, or otherwise consistently marking. The preferred method is to cloud the area, mark with a numbered delta referring to change and date.
- ❑ Supporting information must be included, i.e., structural calculations, energy forms, etc.
- ❑ Fill out a Revisions/Additions Submittal Form.
- ❑ Submit the same number of plans/documents you originally submitted. For example, if you make a change to the site plan and you originally submitted 4 copies, submit 4 revised site plans. However, if you applied for 2 permits at the same time and each permit required 4 sited plans, submit 8 revised site plans.
- ❑ Always submit your revisions to Permit Processing, not to the reviewer, the receptionist, or the inspector.

5.7. Revisions After Permit Issuance

- ❑ You can submit revisions on an issued permit as long as the permit has not been finalized or given a Certificate of Occupancy; otherwise, submit a new permit application.
- ❑ Once revisions after permit issuance are approved, the Permit Center will call you to pick them up and let you know if there is a fee. Revisions need to be picked up within 10 days of the date you are contacted.

5.8. Limited Use for Buildings Under Construction

5.8.1. Use of Parking Garages Prior to TCO

On commercial projects with parking garages incorporated into the scope of work, it is often requested by the contractor or owner to utilize the parking garage prior to TCO for construction parking. The Fire Department provides a handout (F-15) detailing some of the requirements for this type of use, including but not limited to the following:

“Do not allow private vehicles to be parked in buildings under construction until the fire sprinkler system is placed in service (including water flow notification) **and** the parking garage has been approved by the building official and fire marshal.”

The full text of this document can be found at the following link on the City of Bellevue website:

https://fire.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/pdf/Fire/F-15_Buildings_Under_Construction.pdf.

5.8.2. Installation of Furniture or Furnishings Prior to TCO

5.8.2.1. Commercial:

Commercial office spaces will often request placement of office furniture prior to TCO. Authorization to install any equipment or furniture within a building or area where construction work has been permitted must be approved by the field inspectors. This approval is for advance placement of equipment and/or furniture and does not give approval for any kind of business to be conducted until all appropriate permits have been signed off and final approval for occupancy has been given.

5.8.2.2. Multifamily: Model Units & Sales Offices

Multifamily residential projects often request completion and use of select units within the incomplete building for marketing use. Authorization to install any equipment or furniture within a building or area where construction work has been permitted must be approved by the field inspectors. This approval is for advance placement of equipment and/or furniture and does not give approval for any kind of business to be conducted until all appropriate permits have been signed off and final approval for occupancy has been given. Before this can occur a preconstruction meeting is required with the fire and building inspectors, the building inspector supervisor, the general contractor, and a representative of the building owner. Attendance by the mechanical, electrical, and plumbing inspectors may also be required as needed. This meeting will address some basic requirements needed prior to approval for use of these types of spaces and includes but is not limited to the following.

- ❑ Sprinkler system coverage and water flow alarm notification
- ❑ Completion of any required finals or partial finals deemed necessary by the Fire or Building inspector
- ❑ Water and fuel gas systems turned off to the units
- ❑ Water Closets posted “Not for Use”
- ❑ Interior finishes complete, including but not limited to hand rails and guardrails within the space as well as exterior patios/decks serving the model unit
- ❑ A comprehensive list submitted to the Fire and Building Inspector identifying which units are being used as model units
- ❑ A narrative submitted to the fire and building inspectors detailing the safety protocols and procedures to be used to address marketing personnel and general public safety, access, and egress for the space(s) in question

5.8.3. Limited Occupancy for the Purpose of Training or Stocking

Tenant improvement (TI) projects may often request an early occupancy for stocking or training prior to opening to the general public. TI projects being constructed in tandem with a major project shell and core cannot be approved for occupancy until the shell and core has received a TCO for the portion of the building in which the

TI is located. Depending on the occupancy approval requirements, the TI will require either a TCO or a partial final or final before this limited or early occupancy will be granted.

This type of occupancy requires advanced approval by the various departments involved in the construction of the space and supporting elements and systems and should be discussed in detail at the PreTCO or PreCon meeting. When this type of early occupancy is expected or requested, the building inspector must be contacted for direction on how to proceed. Where staff training involves the use of commercial kitchens, the equipment and related systems must be approved for final or partial final, by all related inspection disciplines including building, fire, mechanical, electrical and plumbing. For projects that have new utility side sewer connections, the Utility department must also approve the use.

This request typically occurs with service oriented businesses such as hotels, restaurants, and health clubs, but can also occur with larger scale retail tenant occupancies and should be taken into consideration when scheduling project construction, developing the phasing plan and occupancy deadlines. See also section 6.1.

6. FINAL INSPECTIONS & CERTIFICATE OF OCCUPANCY

6.1. Final Inspections

Prior to building final and approval for occupancy, **ALL** subcontractor permits are required to have final inspection and sign-off. See **General Requirements** under **Requirements for Occupancy** in section 7 of this document for requirements per department for finals. For new buildings under construction, the shell and core permit must have obtained a TCO before a tenant permit can be approved for occupancy of any sort including but not limited to the stocking of goods and materials, employee orientation, training, and/or the use of equipment by employees or the general public.

All revisions and deferred submittals must be approved and related fees must be paid for prior to the final inspection approval for those projects that do not require a TCO/CO. The same is required prior to CO approval for those projects requiring TCO/CO. Check with the Development Services Permit Processing Center to ensure that all necessary submittals have been made and fees paid.

The City of Bellevue must be provided with a Summary Letter from the Special Inspection Agency summarizing work inspected. This will be required prior to the issuance of the TCO. A copy of this letter must also remain on site for the building inspector at the Building Final inspection.

Fire alarm work must be signed off by the electrical inspector prior to the Final Fire Alarm inspection by the Fire Department.

6.2. Certificate of Occupancy

The Certificate of Occupancy (CO) is a document—separate from the building permit—that must be given the approval to apply for CO by city staff for the departments involved in the construction and issued by the building official to the owner prior to occupancy of:

- All new commercial and multifamily buildings
- Some substantial commercial and multifamily additions
- Commercial tenant improvements involving a change in use

Typically, a Temporary Certificate of Occupancy (TCO) is issued before a CO. The TCO allows occupancy of the premises if (1) all life/safety issues are resolved; (2) only incidental work remains; (3) the owner agrees to meet conditions of approval identified by the various city departments. The **TCO is only valid for 90 days**. Noted conditions must be completed and a request for CO initiated prior to the expiration date. If all conditions aren't met and the CO is not obtained before the TCO expiration date, the city may issue a Civil Violation Notice. The owner will be required to attend a hearing, which may include monetary penalties.

To determine if a TCO/CO is required for your project, refer to the information located on the front page of your building permit. At the line stating "Certificate of Occupancy Required," it will say "Yes" or "No."

All revisions and deferred submittals and related fees must be approved and paid for prior to the final inspection approval or issuance of the TCO/CO. Check with the Permit Processing regarding your project to ensure that all necessary submittals have been made and fees paid.

In order to process your TCO/CO, the general contractor or owner is required to satisfy the requirements for Building, Clear & Grade, Fire, Land Use, Transportation and Utilities Departments. These departments sign off the project in the city's permit tracking system. This process usually takes 3-5 days once all final inspections are complete, so it is imperative that the construction schedule allow for this processing time. Any conditions noted by inspectors for each department will be included in the TCO document and reflect those items or conditions which must be completed before the TCO/CO can be granted.

6.2.1 TCO/CO Inspection Sequencing and Permit Approvals

Prior to the final building inspection and approval for the okay to apply for the TCO, **ALL** contractor and subcontractor permits are required to have a final inspection and sign-off with either partial approval with conditions, an approval to occupy or an approved final. This approval must be documented on-site in the form of a sign-off on the permit and/or a sign-off on a correction notice referencing the appropriate permit(s).

Each City of Bellevue department or division involved in the construction of the project has to provide the approval to apply for the TCO and/or CO before the TCO/CO can be granted by the building official. Those departments/divisions are Building, Clearing & Grading, Fire, Land Use, Transportation, and Utilities. The contractor and/or permit owner is responsible for scheduling inspections for TCO/CO with each department inspector or contact. Each department works closely with the others but is independent in its approval to apply for TCO/CO. Additionally, one department does not have authority over the other; and as such, requirements for TCO/CO must be met to the satisfaction of each department or no TCO/CO will be granted by the building official.

Mechanical, electrical, and plumbing permits are a subset to the Building Division approval. They do not have TCOs but do require a partial final or final inspection approval. These permits must be finalized or have an approval to occupy with documented sign-off of same on the permit prior to building approval for TCO or final.

Smoke control permits (identified by the letters FH) require final approvals by fire, mechanical, electrical, and building inspectors. Building must approve prior to electrical approval of the FH. Fire is the last to approve.

Fire alarm work (permit identified by the letters FA) must be signed off by the Electrical Inspector prior to the final fire alarm sign off by the Fire Department. Both final approvals are required before the FA permit is approved and can be closed.

Utilities must have given approval to apply for TCO prior to plumbing sign-off.

Building, Fire, Land Use, Utilities, Transportation, and Clearing & Grading must have given the approval to apply for TCO or CO prior to approval of the TCO or CO by the Building Official.

Land Use must have given approval to apply for TCO/CO prior to Clearing & Grading giving approval.

When all signatures, including the building official's, have been obtained, you will be called by the occupancy coordinator and can make arrangements at that time to pick up the TCO or CO.

6.2.2 TCO/CO Process Steps

- 1) Early in construction the **owner** notifies city staff of the occupancy target date. **NOTE:** Phased occupancy requires review and approval from the city; it isn't guaranteed. The owner is responsible for submitting an occupancy phasing plan for review. See section 6.1 Phased Occupancy, for requirements.
- 2) At a minimum 30 days prior for small to medium size projects and up to 3-6 months for major projects, the **owner or owner's representative** contacts the building inspection supervisor at 425-452-4570 to set up a **preoccupancy meeting** with all project related city inspection staff required to approve the TCO/CO. Invitees are to include the developer, owner, construction superintendent, and subcontractors. The meeting discussion focuses on general information regarding the process and timelines; detailed, issue-specific discussions take place outside of the preoccupancy meeting with the pertinent inspector.
- 3) Approximately 30 days before the occupancy target date, the **owner** notifies the occupancy coordinator to begin the occupancy process and paperwork.
- 4) The **owner** ensures the work is complete and meets all standards and then schedules the required final inspections with each city department or division (refer to your permit for inspection information and the inspection scheduling phone #). Incomplete and/or substandard work is the number one reason occupancy is delayed.
- 5) The **staff** involved with the project (see next page) must give the approval to apply for the TCO or CO before it can be issued. They indicate their approval and any conditions of approval by entering that information in the city's permit tracking system.
- 6) The **occupancy coordinator** confirms that approvals from staff have been recorded in the city's permit tracking database (there are no verbal occupancy approvals) and prepares the TCO or CO. Once signed by the Building Official, the coordinator phones the CO contact person to pick up the document at Bellevue City Hall, Development

Services, 450 110th Ave NE, 1st floor. Office hours are 8 a.m. to 5 p.m., Monday through Friday (Wednesdays, 10-4). Phone the occupancy coordinator with any questions.

6.2.3. Department Contacts

Departments	TCO/CO Signoff Contact Person	Contact Phone/E-Mail	Area of Responsibility
Permit Processing	Permit Technician	425-452-4898 PermitTech@ci.bellevue.wa.us	Verifies all fees are current and all project revisions have been issued and paid for
Clearing & Grading	C&G Inspector	425-452-6875 to schedule inspection	C&G work, erosion and sedimentation control, rockeries, block walls, and associated drainage
Utilities	Utilities Inspector & Reviewer	425-452-6977 to schedule inspection	Water, wastewater, and storm drainage
Transportation Trans. Review Right of Way	Project Reviewer & Inspector	To schedule inspection?? 425-452-3250 (6966?) 425-452-2029	Curb, gutter, sidewalks, street infrastructure & lights, pavement markers, street signs
Land Use	Project Reviewer	425-452-6800 425-452-4188 for Land Use Desk	Site layout and landscaping
Fire	Fire Inspector	425-452-6872 to schedule inspection	Fire & life safety work (exiting, fire permits)
Building	Building Inspector	425-452-6875 to schedule inspection	Building, plumbing, mechanical, electrical
Building Official	Gregg Schrader	425-452-6451 BuildingOfficial@bellevuewa.gov	Signs TCO/CO once all others have approved
Occupancy Coordinator	Kathie Gillis	425-452-4206 KGillis@bellevuewa.gov	Administrative Assistant

7. REQUIREMENTS FOR OCCUPANCY (The requirements of this section are also applicable to non-phased occupancies. Occupancy can include but is not limited to employee stocking, training, or any other non construction related activity. Consult the Building Inspector for any questions.)

7.1. Phased Occupancy

The purpose of these guidelines is to establish a general framework for allowing phased occupancy under the provisions of a TCO. All city departments affected by the construction, such as Fire, Utilities, Transportation, Parks, and Development Services (which includes Land Use, Building, Clearing & Grading, Plumbing, Mechanical, and Electrical) need to approve the building(s) for phased occupancy.

If you propose phased occupancy (of a building or the site), you are required to submit as a revision a written phasing proposal. If there is any question that safety or code requirements will not be maintained,

more restrictive provisions are required before occupancy is allowed, up to and including the full completion of the building or site.

7.1.1. General Considerations

Consider the following when reviewing a project for occupancy:

In addition to all permitted work required for the occupancy, all fire and life safety systems and components for the entire building must be complete, inspected, and approved for any and all portions of the building being served by the occupants. This includes but may not be limited to exiting systems, active and passive building and occupancy protection systems, fire alarm systems, smoke control systems, emergency lighting and signage, accessible systems, routes and signage, and the exterior envelope as well as any mechanical, electrical, plumbing, fire, utility, transportation, land use, or clearing & grading elements or systems which serve the occupancy.

Will the degree of safety in the occupied space be equal to that which is provided in an existing building with ongoing extensive remodeling work?

Will the proposed occupancy be provided the same degree of safety the finished building is designed to provide?

Will it be possible to isolate construction in the building so it will not affect any occupied area used for access or exiting?

Have the identified site and building elements for the project been completed, per the approved plans and approved by the City Inspector?

Is construction of the basic building complete (i.e., exterior walls, roof, structural members, and all major components of the building-including tower cranes, hoist ways, removal of exterior scaffolding)? Does the building exterior look like the approved elevation plan?

Will the phased project be completed within the timelines set forth in the primary permits?

What systems are needed to support occupancy (e.g., water, sewer, drainage, fire protection, smoke control, ingress, egress, etc.), and are they operational, inspected, and approved?

7.1.2. Submittal Requirements for Phased Construction

If construction or occupancy is expected to be phased, the following is required with the permit application.

- 1) A narrative detailing the following (Note: Descriptions and details must include elements for Building, Fire, Clearing & Grading, Land Use, Transportation, and Utilities):
 - a) A description of each phase
 - b) The schedule of each phase
 - c) How construction activity will be separated from civilian occupants
 - d) How access and egress will be accomplished for both the occupants and construction personnel
 - e) Where parking garages are involved, show how vehicle traffic and parking will be addressed with regards to the separation of civilian, construction occupants, and construction materials
 - f) How fire and life safety systems are being completed and affected by the phased construction
- 2) Submittal drawings must detail the following:
 - a) Phasing Plan
 - a. Show each phase by sequence.
 - b. Identify by text and by color border each area of each phase.
 - c. Include plan views for each floor with unique exiting.
 - d. Plan views for each similar floor are not required and can be grouped and labeled as typical floors.
 - e. Identify any temporary construction elements being used to separate construction personnel and activities from civilian occupants. (Example: Chain link fencing, temporary walls, doors, etc.)
 - f. Include identification of site work elements, such as public ways, landscaping, etc., by phase.
 - b) Right of Way Restoration Plan:
Provide a site restoration plan for sidewalks, road surface, street lights, and other Transportation and/or Right-of-Way features
 - c) Construction Plans:
 - a. When phasing is part of the original submittal, each plan must portray the work in each phase and the work supporting each phase.

7.2. General Requirements for the Site

All site work shown on the approved construction plans must be completed per the approved plans and accepted by the city inspector. You must complete the following in each phase before the Temporary Certificate of Occupancy is issued.

7.2.1. Clearing and Grading Requirements

All site work related to clearing & grading in that phase must be completed in accordance with the approved site plans. If revisions are necessary, the revisions must be submitted and approved prior to final inspection for TCO.

The TCO for any phase will be approved only after all of the following items are complete:

- 1) Final grading and construction of rockeries and/or block walls must be complete.
- 2) All soils are landscaped or covered with hard surfaces.
- 3) All drainage is tightlined to the appropriate storm system.
- 4) Any final geotechnical letters covering all fill placement; rockery/block wall placement, including drainage to city standards; retaining systems (ie., MSE walls, shoulder pile walls, etc.); and additional recommendations by the geotechnical engineer are submitted to the clearing & grading inspector.
- 5) If the Parks Department has trail systems through the area, their requirements for that phase of the project must be met.

7.2.2. Land Use Division Requirements

The following need to be completed:

- 1) Vehicular, pedestrian, and barrier-free access to, through, and possibly from each phase.
- 2) Approval of mechanical equipment screening as indicated on the approved plans.
- 3) Surface parking areas and related landscaping, lighting, and walkways. Parking stalls, crosswalks, and directions of travel must be marked and clearly visible using paint or other approved methods.
- 4) Lighting for streets, walkways, parking areas, and building exteriors.
- 5) Landscaping for entire site perimeter, including frontage planting strip(s). If a TCO is requested prior to completion of the landscape installation, the applicant must file with the Development Services Department a Landscape Installation Assurance Device equal to 150% of the cost of labor and materials for any landscaping that has not yet been installed. Prior to issuance of a CO, the applicant must file a Landscape Maintenance Assurance Device for a one-year period in the

form of an assignment of savings or letter of credit for 20% of the cost of labor and materials for all landscaping on the site.

- 6) Site-related structures and amenities in or in support of the phase.
- 7) Recording of all required access easements.

7.2.3. Fire Department Requirements

The following items need to be complete and in-service:

- 1) Required access for emergency and/or fire apparatus.
- 2) Fire lane markings and signage, if required.
- 3) Fire protection equipment:
Equipment must be protected against vehicular damage, properly signed, and accessible. This applies to fire hydrants, Fire Department Connection (FDC), Double Check Valve Assembly (DCVA), and Post Indicator Valve (PIV).
- 4) Street address numbers.

7.2.4. Transportation Department Requirements

Application for a Right of Way Use Permit is required for the phased portion of work.

7.3. General Requirements for the Building

7.3.1. Fire Department Requirements

The following applicable items need to be complete, pre-tested, acceptance tested, and in-service in the areas to be occupied:

- 1) Automatic sprinkler system and standpipes
- 2) Fire alarm system
- 3) Fire extinguishers
- 4) Fire pump(s)
- 5) Fixed fire protection system(s)
- 6) 800 MHz radio system
- 7) Smoke control system
- 8) Emergency generator
- 9) Special egress control device(s)
- 10) Required signage plus emergency evacuation procedures.
Signage includes: Stairwells, stair doors, fire command room or fire alarm panel, sprinkler floor control valves, sprinkler riser room, fire department connection (FDC), fire pump room, electrical room, generator room, hazardous materials, occupant load, room or suite numbers, etc.
- 11) Smoke control systems are complete and inspected for the entire portion of the building being served (up-to-date approved plans are required). The approval to test the smoke control

system must be given by mechanical, electrical, building and fire inspection staff prior to testing. The “ok to test” inspections can be found on the smoke control permit (identified by FH at the end of the permit number). Once testing is complete, the FH permit cannot be finalized until the FH finals are approved by mechanical, electrical, building and fire. Forty-eight hours prior to mechanical and fire inspector approval, a summary letter certifying smoke control system compliance must be provided by the smoke control special inspector to the mechanical and fire inspectors. TCO for the project will not be approved until the letter is submitted and has been approved. The final test report must be submitted as a revision through Permit Processing to mechanical and fire reviewers as soon as possible. No Certificate of Occupancy (CO) will be approved until the report is reviewed and approved.

- 12) Required exit ways and stairwells
- 13) Required exit signage
- 14) A Fire Safety and Evacuation Plan (*Draft*) is required prior to receiving TCO. A final approved version (*3 copies*) must be submitted as a revision to the main building permit for CO approval.
- 15) Required separation between occupied area and continued construction phasing.
- 16) Re-acceptance testing must be performed after system components are added or deleted; after any modification, repair, or adjustment to system hardware or wiring; or after any change to software. All components, circuits, systems operations, or site-specific software functions known to be affected by the change must be thoroughly tested. In addition, 10% of initiation devices that are not directly affected by the change (up to a maximum of 50 devices) must also be tested and proper system operation verified.
- 17) Special operations such as commercial cooking, high-piled storage, or fuel storage/use require a case-by-case determination for substantial code compliance before such work is permitted. In some cases, a separate Fire Department Operational Permit will be required.
- 18) Knox boxes with appropriate keys/cards are in place.

7.3.2. Building Division Requirements

The following items need to be completed:

- 1) Exit ways (without obstruction to public way) serving occupied areas including lighting, signage, rails, etc.
- 2) Accessibility signage complete in all areas.
- 3) Emergency lighting inspection. May require off-hours inspection to confirm lighting coverage in non-daylight conditions. If

emergency lighting is powered by generator, please coordinate inspection with electrical and fire as needed.

- 4) A “temporary exiting plan” may be required for each phased area, and that would be submitted along with the phasing plan.
- 5) Fire separations in any area that could affect the occupied space. This is generally up through the floor above occupancy. Completion of shafts and firestopping in the required areas is a necessary part of fire separation.
- 6) Issuance of all permits and plans including revisions for work complete or in progress. They must reflect the as-built conditions of the building and its equipment.
- 7) Removal of construction debris from occupied areas.
- 8) Obtain elevator approvals from Department of Labor & Industries.
- 9) Final summary letters from special inspection agencies. The City of Bellevue must be provided with a Summary Letter from the special inspection agency summarizing work inspected. This will be required prior to the issuance of a Building Final or TCO/CO. A copy of this letter must also remain on site for the building inspector. Special inspections include but are not limited to structural inspections for concrete and steel erection, fire proofing, geotechnical and smoke control.
- 10) Condominiums require submittal of a building enclosure letter as required by RCW 64.55. This letter is submitted to the Building Department by the design professional hired to certify that the building enclosure was constructed in substantial compliance with the building enclosure design documents.
- 11) Condominium projects wishing to build out Type A accessible units to Type B requirements must follow the Development Services Department Building Division’s Interpretations and Procedures document, index number IBC-06-001 (See attached Appendix B1). Presold Type A units can be altered to Type B providing they meet the requirements set forth in this Interpretation and Procedures document. Two documents are required as part this requirement. A “Buyer” letter signed, dated, and identifying the unit is required from the purchaser. A “Declarant” letter signed dated, and identifying the unit(s) is required from the project owner. (See Appendix B1 for samples of both letters.)

7.3.3. Mechanical Requirements

The following items need to be complete and in service:

- 1) A final walkthrough of the entire building will be done. Up-to-date approved plans are required.
- 2) All appliances and mechanical equipment must be operational. (Includes pilot lights lit on fuel-fired equipment)

- 3) For projects with parking garages, a final walkthrough of the entire garage will be done. Up-to-date approved plans are required.
- 4) All bollards are to be in place.
- 5) Testing of garage ventilation to be witnessed by the inspector. Includes operational testing of CO sensors (have manufacturer's listing and installation requirements on hand available for the inspector).
- 6) All mechanical dampers not associated with smoke control will be tested and witnessed by the mechanical inspect. The fire inspector may wish to be a part of this inspection. Notify the fire inspector of the testing schedule so he/she has a chance to participate.
- 7) Dampers actuated by a duct detector will be subject to a manometer reading (have the manufacturer's listing and installation requirements on hand and available to the inspector).
- 8) The contractor must provide a list of all dampers identified by location. All ceiling areas must be open and duct access doors must be removed at the time the testing is scheduled to begin.
- 9) Duct smoke detectors will be subject to manometer testing (have the manufacturer's listing and installation requirements on hand and available for the inspector).
- 10) Smoke control systems are complete and inspected for the entire portion of the building being served (up-to-date approved plans required). The smoke control permit (identified by FH at the end of the permit number) requires multiple sign-offs by various departments and disciplines, depending on the nature of the permit and whether alternate methods and materials were utilized. Sign-offs will be required by mechanical, fire, electrical, and building inspection staff. 48 hours prior to mechanical and fire inspector approval, a summary letter certifying smoke control system compliance must be provided by the smoke control special inspector for the mechanical and fire inspectors. TCO will not be approved until the letter is submitted and approved. The final test report must be submitted as a revision through Permit Processing to the mechanical and fire reviewers as soon as possible. No CO will be approved until the report is reviewed and approved.
- 11) Mechanical final inspections should be coordinated and scheduled with the inspector 72 hours in advance to allow for coordination with other staff and other conflicting project schedules.

7.3.4. Plumbing Requirements

The following items need to be complete and in service:

- 1) Water meter (See Utilities requirements). Water Service Agreement filed with Utilities.
- 2) Required restrooms for the occupied areas and labeled men's, women's or unisex as required by the approved plans.
- 3) All plumbing fixtures in occupied areas.
- 4) Any occupied commercial kitchens need to be approved by King County Health Department prior to plumbing final.
- 5) Clean out oil/water interceptors and sumps. All alarms for sumps and ejectors must be working and labeled.
- 6) Grease traps need to be tested water tight, inspected, and approved.
- 7) All plumbing systems labeled in parking garage.
- 8) Water heaters on and in operation.
- 9) Plumbing equipment > 400 lbs. requires engineering for gravity and lateral support. This engineering requires plan review.
- 10) Bollards a minimum 4 feet high or equivalent, installed to protect all piping that can be damaged by vehicles. (It is recommended that a pre-con be scheduled with the building, electrical, mechanical, and plumbing inspectors to review protection requirements prior to installation.)
- 11) Heat trace and insulate any water piping within 100 feet of the garage opening.
- 12) Any traps within 100 feet of garage opening are insulated.
- 13) Roof cleaned of all debris, roof strainers installed, and all vents 10 feet away from fresh air intakes or 3 feet above.
- 14) All membranes for roof drains, overflows, decks, etc., water tested and inspected.
- 15) All backflow devices serving occupied areas. Test reports completed; devices labeled and identified.
- 16) Floor drains installed in pressurized mechanical rooms need deep seal traps with ½ gal/24 hr electronic primers.

7.3.5. Electrical Requirements

The following items need to be completely installed, functioning properly, tested, approved, and in service:

- 1) Required area and egress illumination.
- 2) All switches and receptacles required by code to be installed.
- 3) Electrical wiring and equipment required by code to be installed and complete.
- 4) Electrical raceway systems must be complete.
- 5) All emergency electrical systems.
- 6) All emergency and legally required power systems.
- 7) All boxes to have covers installed.
- 8) All unused openings in boxes and enclosures to be closed.
- 9) All service equipment, distribution panelboards, subpanels, and distribution system enclosures to have deadfronts and panel covers installed.

- 10) All required permanent labeling to be completed.
- 11) Any wiring which is not required by code, but not yet complete, must be installed in completed enclosures with covers installed.

7.4. General Requirements for Municipal Utilities

7.4.1. General Considerations

All municipal utility work (water, sewer, and storm drainage) that supports the phase for which occupancy is requested must be tested, operational, and approved for use. Facilities must be to final grade, clean, ready for use, and protected from future damage (for example: manhole rings surrounded by concrete collars or cast into sidewalks slabs, protected from sedimentation, etc). In addition, facilities which constitute confined spaces must be complete and ready for use, in order to minimize safety risks. All outstanding fees and charges must be paid prior to occupancy of any phase. At the Utilities Preconstruction Conference, the utilities inspector will provide a copy of the "Commercial Project Acceptance/Occupancy Sequence" handout. The handout details the inspection and acceptance process.

Additional bonding or other sureties, in lieu of completing the utilities work, may be required on commercial and multifamily projects. Occupancy requires that supporting facilities be complete and ready for use.

Prior to approving the Certificate of Occupancy, the entire utility system for the project will be re-inspected for completeness, workmanship, potential damage, and debris. This is to ensure that all facilities are in good working order before the Utilities Department accepts them for operation.

A maintenance/warranty security must be furnished upon the approval of the occupancy of the first phase. Final acceptance of all utility facilities will occur when the entire project is completed, inspected, and approved. The 1-year maintenance/warranty period for the entire project, as set forth in the Developer Extension Agreement, begins at final acceptance.

7.4.2. Storm Drainage

The facilities that serve or are downstream of the phase must be tested, operational, and approved for use prior to occupancy. This includes but is not limited to:

- 1) Off-site storm drainage improvements
- 2) Outfalls to streams, lakes, and other drainage courses
- 3) Connections to the municipal drainage system

- 4) Stormwater detention facilities
- 5) Water quality treatment facilities
- 6) Conveyance and collection systems serving the phase
- 7) Surface drainage features such as curb and gutter, swales, and ditches
- 8) Erosion and sedimentation controls that protect the drainage system
- 9) Landscaping in and around drainage facilities
- 10) Final restoration of the right of way and easement where connections were made
- 11) Detention tank, vault, or pond as-builts; CAD disk and certification letter for detention system compliance with the Engineering Standards and design specifications
- 12) Water quality facility as-builts; CAD disk and certification letter for water quality system compliance with the Engineering Standards and design specifications

7.4.3. Wastewater

The facilities that serve or are downstream of the phase must be tested, operational, and approved for use prior to occupancy. This includes but is not limited to:

- 1) Off-site wastewater system improvements
- 2) Connections to the municipal wastewater system
- 3) Side sewers and clean-outs
- 4) On-site collection and conveyance system, including manholes
- 5) Grease traps and interceptors
- 6) Extension of the wastewater system to serve adjacent properties
- 7) Final restoration of the right of way and easement where connections were made

7.4.4. Water

The facilities that serve the phase must be tested, operational, and approved for use prior to occupancy. This includes but is not limited to:

- 1) On-site distribution piping and fire hydrants that serve the phase
- 2) Extension of the water system to serve adjacent properties
- 3) Water service lines, setters, meters and meter boxes or vaults
- 4) Fire service lines, PIVs, FDCs, DCVAs and vaults
- 5) Valves and valve boxes
- 6) Water system abandonment
- 7) Final restoration of the right of way and easement where connections were made

7.5. General Requirements for the Transportation System

7.5.1. General Considerations

All Transportation elements (curbs/gutters, sidewalks, streetlights, signage, roadway pavement, etc) that support the phase for which occupancy is requested must be completed prior to issuance of any Certificate of Occupancy. Transportation review and inspection staff will determine which elements must be completed and may grant exceptions based on developer/contractor past performance and staff discretion.

A maintenance/warranty security must be furnished upon the completion of the first phase, and prior to approval of occupancy. Transportation features must be protected from subsequent phase construction activities. Prior to approving occupancy of the final phase, the entire Transportation system for the project will be re-inspected for workmanship and damage.

Final acceptance of all Transportation facilities will occur when the entire project is completed, inspected, and approved. The 1-year maintenance/warranty period for the entire project begins at final acceptance.

7.5.2. Specific Requirements

The Transportation elements that serve the phase must be completed, inspected, and approved prior to occupancy. These elements include but are not limited to:

- 1) Walkway facilities in the phased area, including a walkway facility that connects the phased area to the street right of way
- 2) Curb/gutter
- 3) Pavement facility, including the connection to the street right of way
- 4) Pavement markings
- 5) Street lighting
- 6) Safety railings as required
- 7) Completion of traffic signal system may be required
- 8) Transportation management program