



## City of Black Diamond

24301 Roberts Drive, Suite B • Black Diamond, WA 98010 • (360) 886-5700 • Fax: (360) 886-2592

# **GENERAL CONDITIONS OF BUILDING PERMIT**

## **-KEEP THIS DOCUMENT ON SITE-**

IMPORTANT: **These conditions and notes are part of your building permit.** Keep this document with your permit and approved building plans on site at all times. This will provide a reference for all contractors and individuals on your site throughout the project duration. This Conditions of Building Permit is not intended to be comprehensive of all applicable ordinances and processes.

## **CITY CONTACTS**

| <b><u>NAME</u></b> | <b><u>TITLE/POSITION</u></b> |                              |
|--------------------|------------------------------|------------------------------|
| Chris Higgins      | Permit Technician            | 360-886-5719                 |
| De Ann Wright      | Permit Technician            | 360-886-5718                 |
| Tracey Redd        | <b>MDRT Office</b>           | 360-886-5716                 |
| William Hill       | Chief Building Official      | (Permit Center) 360-886-5719 |

**All city staff may be reached at 360-886-5700**

## **COMMUNITY DEVELOPMENT HOURS**

**8:30am to 5:00pm Monday - Friday (Closed all major holidays)**

## **MDRT HOURS**

**7:00am – 3:30pm Monday – Friday (Closed all major holidays)**

## **NEW BUILDING INSPECTION HOURS**

**INSPECTION HOURS ARE MONDAY (AM ONLY), TUESDAY (ALL DAY) WEDNESDAY (ALL DAY), AND THURSDAY (AM ONLY) ALL DAY INSPECTIONS SCHEDULED FROM 9:00AM – 4:00PM, LAST ONE SCHEDULED FOR 3:30PM. INSPECTION REQUESTS FOR THE FOLLOWING DAYS ARE ACCEPTED NO LATER THAN 4:00 P.M. YOU CAN REQUEST AM OR PM. **PUBLIC WORKS INSPECTIONS WILL CONTINUE TO BE AVAILABLE 5-DAYS A WEEK.****

**FOR ANY INSPECTIONS PERFORMED BY OUR MASTER DEVELOPMENT REVIEW TEAM (MDRT) (Ten Trails, specifically), they are performed Monday through Friday between 7:00 – 3:30 p.m. Such inspections include: Erosion Control, Footing Drains, Downspout Drains and Stormwater Drainage.**

**PLEASE NOTE, FOR INSPECTIONS ON FRIDAY (FOR PUBLIC WORKS AND/OR MDRT ONLY)  
PLEASE CALL THE CITY DIRECTLY AT (360) 886-5717 TO MAKE AN APPOINTMENT.**

**AN INSPECTION IS REQUIRED ON ALL PHASES OF WORK.** It is the duty of the person performing the work authorized by the permits issued to notify the city that such work is ready for inspection. The city will provide inspection during regular work hours only.

**City of Black Diamond Inspection Requests:  
Online**

<http://www.ci.blackdiamond.wa.us/Depts/CommDev/permitcenter.html>

**Inspection Request Line** (*Leave your Permit #, AM or PM request time, Name & contact #*)  
**360-886-5717**

**Mountain View Fire Department:**  
**Contact the Fire Marshal to schedule an inspection at 253-735-0284.**

## **HOURS OF WORK**

The permitted hours of work for staging or construction activities are:

### **Community Development Properties**

7:00am to 8:00pm – Mon - Friday  
8:00am to 6:00pm – Saturday  
9:00am to 6:00pm - Sunday and Holidays

### **MPD Properties (Ten Trails)**

7:00am – 7:00pm Mon-Friday  
9:00am – 5:00pm Saturday  
**No work on Sunday or Holidays**

Workers, vehicles, equipment or deliveries are not allowed to arrive prior to, and should be scheduled to leave prior to the end of the permitted work hours.

## **PERMIT DOCUMENTS ON SITE**

**The building permit documents are to be on site at all times, kept in one location and readily available to the city inspector.** The building permit documents generally consist of:

- Approved building plans
- Design specifications (as applicable)
- Building and other permits
- The “Conditions of Building Permit”
- Any other documents which may have helped support your permit or building activity

Do not disassemble the building permit plans or separate the documents.

***Build from the permitted set of plans only.***

## **PERMIT REVISIONS**

Generally, any change from the approved plans will require a formal permit revision approval by the City prior to construction of the change. Revised plans will be required and additional fees charged for new reviews and approvals. Minor common changes may be reviewed and approved during regular called building inspections. Please contact the Building Official or representative if you plan to make

changes to any part of your approved permit documents. Your questions will be answered or properly directed.

**If work occurs without having required formal permit reviews and approvals, a Stop Work Order will be issued. Partial or full removal of materials may be required.**

## **CONSTRUCTION NOISE**

Normal noises created by temporary construction sites are exempt from the City Noise Ordinance. However, these noises are only exempt during regularly permitted construction hours.

Other unnecessary noises such as loud music may not be considered exempt. *Please respect residential neighbors rights at all times.*

## **CORRECTION NOTICES**

Correction notices will be issued at the site by the city inspector when permitted items are found to be out of compliance with adopted codes, ordinances or policies of the City.

Generally, all items listed on a correction notice will need to be brought into compliance prior to, or during the next regularly scheduled inspection. Corrections, which require separate inspections, will be charged a re-inspection fee for the additional inspection per our fee schedule.

## **STOP WORK ORDER**

If work is found to be occurring outside the limits of your building permit or violation of other pertinent laws, ordinances or provisions, a Stop Work Order may be issued. When a Stop Work Order is written, three copies are produced. An original is posted on or near the work in violation in a location, which is obvious to anyone entering the site. A copy will go to the permit applicant, building owner or contractor. A third copy is retained in the city's file.

A Stop Work Order may be issued by the building official or other authorized city inspectors or designated employees as directed by the building official. The Stop Work Order applies to the building construction, which may also include related items such as building height, building placement and building drainage.

**If you receive a Stop Work Order, all work is to stop immediately. Work may begin again when authorized by the person who issued it.**

**Do not remove the posted Stop Work Order. The city inspector, who posted it, or another designated individual, may only remove the posted Stop Work Order. A fine of at least \$500 may result from the removal or mutilation of a Stop Work Order.**

## **ALTERNATE METHODS AND MATERIALS**

Proposals for the use of alternate methods and materials shall be in accordance with International Building Code.

Proposals are to be formally submitted to the City of Black Diamond Building Official for review of code equivalency for suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.

Submittal of proposals is to be in a manner which allows for adequate review time by the City of Black Diamond.

## **FINAL INSPECTION PROCESS**

A Certificate of Occupancy or Temporary Certificate of Occupancy is required for ALL buildings or structures that are occupied or used, including single-family homes and residential structures. The Certificate of Occupancy certifies that the building or structure complies with the requirements of the City of Black Diamond Municipal Code and the International Building or Residential Code for the intended use and occupancy. As your project nears completion there are certain procedures that you must complete prior to the issuance of the Certificate of Occupancy or Temporary Certificate of Occupancy. The first five items may be done in any order, but all five must be completed prior to the Final Building inspection.

1. All utilities and site construction work must be completed to the satisfaction of the City of Black Diamond Utility Superintendent and Construction Inspector. This may include, but is not limited to pedestrian walkways, storm water management, water and sewer service, finalized access and parking, if applicable, etc. Contact the City of Black Diamond Building Division to schedule your final inspections by calling our inspection line at (360) 886-5717.
2. All zoning site requirements, easements, signage, parking, landscaping, screening as well as other approved development conditions must be acceptable to the City of Black Diamond Planning Division. Contact your assigned project Planner to discuss the conditions.
3. All fire alarm systems, automatic fire sprinkler systems, fire lane striping and other project requirements must be 100% completed and approved by the City of Black Diamond and the Mountain View Fire Department. Contact the Fire Marshal directly to schedule your final inspection. Please be sure that all work is completed and that all systems have been tested before your scheduled inspections. Remember to schedule far enough in advance to allow time to make corrections and to have re-inspections performed if necessary.
4. **IF APPLICABLE:** The Building Official must be provided with two letters: one from the Special Inspection Agency and one from the registered Design Professional in Responsible Charge stating that the building has been completed, complying with the plans and specifications. A copy of each of these letters must also be on-site for the Building Inspector prior to the Final Building Inspection.
5. ALL Electrical inspections are completed by L & I and NOT by the City of Black Diamond-please call 206-835-1198 or go online to L & I's website to schedule your electrical inspection directly with them at: <http://www.lni.wa.gov/TradesLicensing/Electrical/FeePermlnsp/Permitlnspect/Inspection.asp> Mechanical and Plumbing Permits for the project must be 100% completed, have their final inspections and be "signed off." Contact the City of Black Diamond Building Division to schedule your final inspections by calling our inspection line at (360) 886-5717 or by scheduling your inspection online at the city's website.
6. A Final Building Inspection must be performed AFTER the five items above have been completed. Contact the City of Black Diamond Building Division to schedule your Final Building Inspection by calling our inspection line at (360) 886-5717 or by scheduling your inspection online at the city's website.

## TEMPORARY CERTIFICATE OF OCCUPANCY REQUIREMENTS

Temporary Certificate of Occupancy: A Temporary Certificate of Occupancy may be issued for a period not to exceed 30-days for such purposes as the stocking of shelves or training employees. There is a fee for a temporary certificate of occupancy per our fee schedule. In order to obtain approval for a Temporary Certificate of Occupancy ALL LIFE SAFETY ITEMS SHALL BE COMPLETED AND OPERATIONAL to the satisfaction of the City of Black Diamond, Fire Marshal and Building Official. Requests for a Temporary Certificate of Occupancy: Requests must be in writing addressed to the Building Official at least 7 days prior to the expected temporary occupancy date. The letter must include the following:

- The name and contact information for the person requesting the Temporary Certificate of Occupancy.
- The final scope of work and the completion dates.
- Specific details as to why the Temporary Certificate of Occupancy is needed.
- What the stocking of shelves or training will entail.
- What the hardship is in waiting until the Certificate of Occupancy is issued.
- The requested date of the Temporary Certificate of Occupancy.
- The expected date of the Final Building Inspection and Issuance of the Certificate of Occupancy.
- Written consent from both the contractor and the Responsible Design Professional in Charge stating that they have no issues or problems with the temporary occupancy and it will not create any problems including hazards or safety to occupants during the temporary occupancy status.

By keeping these outlined steps in mind and expeditiously attending to all items prior to a Building Final, the City of Black Diamond can better serve you and prevent unnecessary delays in issuing your Certificate of Occupancy.