The following general notes are **required on cover sheets** for new commercial, new multiple-family, and tenant improvement projects.

**GENERAL NOTES**

1. The job superintendent shall maintain at the job site a list of the Special Inspectors conducting inspections on the project. Included on the list will be the individual’s name, the types of inspections the individual is qualified to perform, the dates and times each individual was or will be present on the job site, and the types of inspections completed each date.

2. No building or portion of a building shall be occupied or used for storage prior to the issuance of a Certificate of Occupancy. Approval for occupancy is only granted after acceptance by the Building Division, Planning Division, Fire Marshal, and Public Works Department. **NO EXCEPTIONS.**

3. Separate permits are required for plumbing, mechanical, electrical, signs, carports, fences, pools, underground or above-ground storage tanks, and demolitions. A sewer capping permit is required prior to any demolition work.

4. Working on weekends requires written approval from the Mayor. Work may only be completed on Saturdays from 9 AM to 5 PM. Written requests shall be submitted to the City Hall no later than 12 PM (noon) on the preceding Wednesday.

5. Grease traps and oil-water separators require separate inspections during installation and before covering up.

6. All requested inspections shall be called in via a land line on the 24-hour recorder number: (425) 670-5550 for Building and Electrical permits. For Public Works permits, call (425) 670-8337.

7. All requested changes to the approved plans shall be prepared by the project architect and/or engineer and submitted to the Building Official for approval. **Copies of the approved plans shall be on the job site PRIOR to commencement of work.** The City reserves a minimum of two (2) business days to review and approve proposed changes. All requests for changes shall include the project address and permit number.

8. The final signed report from the approved testing lab shall be submitted to the Building Official PRIOR to final inspection for occupancy.

9. All construction shall conform to the current State-adopted Codes.