



DO YOUR HOMEWORK:
*Tips on Planning a Successful
 Home Construction Project*

1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
2. Verify that the contractor's license is active and check the complaint history at **hirealicensedcontractor.com** or call 503-378-4621.
3. Ask for, and check references. Look at other jobs the contractor has completed recently.
4. Verify who will be responsible for securing the necessary permits.
5. Agree in advance to a payment schedule, don't pay for everything up front.

ABOUT US

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

For further information please visit our website at **www.astoria.or.us**.

HOW TO CONTACT US

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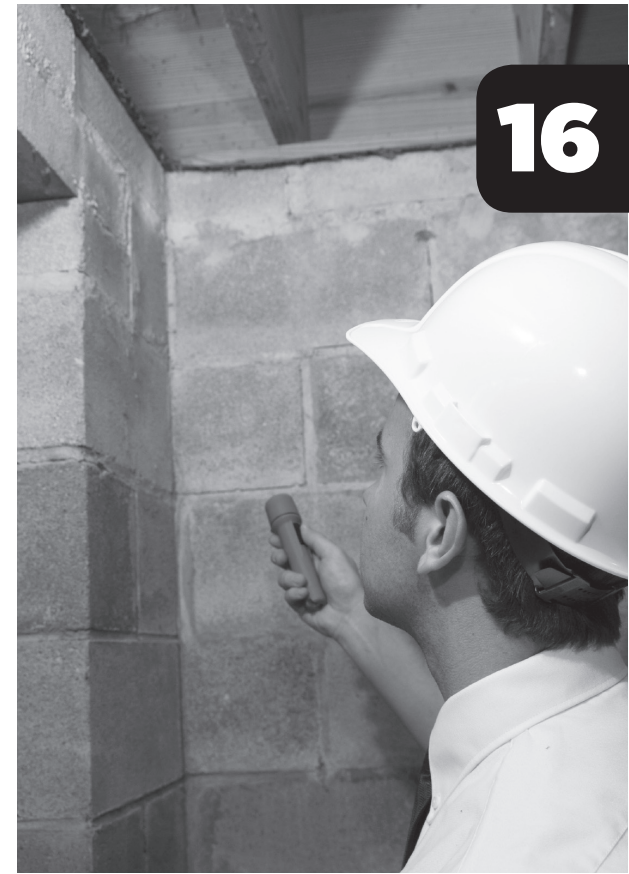
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CITY OF ASTORIA
 Founded 1811 • Incorporated 1856

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**Typical Required
 Inspections**

KEY INFORMATION REGARDING TYPICAL REQUIRED INSPECTIONS

TYPICAL REQUIRED INSPECTIONS

Footing Inspection shall be requested after all erosion control approvals have been obtained, reinforcing is in place per plans, and form work completed. Property pins are required to be exposed for this inspection so required setbacks can be verified. Approval of Residential Inspection Processes and Information will be granted by the building inspector after elements of the foundation meet the approved plans and City standards.

Under Slab Inspection can be requested after all under slab plumbing and electrical installations have been installed and received their approvals and all vapor barriers, perimeter insulation, reinforcing, and concrete form work is completed. Concrete may be placed after all inspection approvals have been obtained. **Garage slabs with no footings do not require inspection.**

Post and Beam/Underfloor Framing Inspections require separate requests for the following:

- Post and beam/underfloor plumbing inspection
- Post and beam/underfloor mechanical inspection
- Post and beam/underfloor structural inspection

All plumbing, mechanical, and structural installations must receive inspection approvals prior to covering the floor framing with any decking.

Post and Beam/Underfloor Insulation Inspection may be called prior to covering the floor framing with decking. **This is not a required inspection.** This will be inspected and documented at final inspection of the project by the inspector of record and by the insulation contractor with a certificate of insulation.

Shear Wall Inspection shall be requested after all exterior sheathing and hardware have been installed prior to covering wall sheathing with any vapor barrier, windows, and siding. Nails that don't penetrate the framing members (shiners) shall be removed and sheathing nailed prior to calling for inspection. Changes from engineered shear drawings will require the revision to be stamped by the engineer of record and may be provided at the time of inspection. If the revision is determined by the inspector to be large in scale and needs in-depth review, the revision will need to be brought in to the office for review and approval by our plans examiner.

Mechanical Inspections shall be requested after all installations (furnace and ducting, gas water heater, gas flue(s), gas piping, bath fans, dryer duct, range ducting, etc.) are completed and prior to being covered by any construction elements. Gas piping installations will receive a green tag only after equipment installations are completed and a gas piping rough installation and pressure test has been approved. Most homes require gas lines to be pressure tested at a minimum 10 psi for 15 minutes without any drop in pressure in the presence of the inspector. Call us if your home has a higher pressure rating for those testing requirements.

Electrical Rough and/or Services shall be requested after all installations (branch circuits, feeders, grounding, bonding, and any low-voltage wiring installations, etc.) are completed and prior to being covered by any construction elements. Contact Clatsop County for electrical inspection requests and permits at **503-338-3697**. Electrical approval notice shall be onsite at the time of the framing inspection.

Plumbing Top Outs shall be requested after all installations (water piping, drain waste, and venting, etc.) are completed and prior to being covered by any construction elements.

Framing Inspection shall be requested after plumbing, electrical (including any low voltage installations), mechanical (gas piping, refrigeration lines, ductwork, etc.), are completed and approved, roof covering and windows are installed, and before covering any elements of construction (insulation). Each of these inspections may be called for the same day, but the framing inspections must be last. A moisture content verification must be on site or submitted to the Building Division prior to approval of the framing inspection. For projects with historic and/or design review approvals, an inspection is required at time of framing once window and door openings have been cut.

Insulation Inspections shall be requested after all insulation and vapor barrier installations have been made and before covering with any finish surfaces (drywall).

Drywall Inspections are only required for walls that are fire rated or have any structural shear value to them and will be made after all fasteners are installed and prior to covering any joints or fasteners with joint or taping compounds. Fire-rated walls shall be installed to their installation instructions and listing. All fire-rated wall listings and installation instructions shall be made available to the inspector.

Licensing Compliance Inspections will be performed by all City of Astoria inspectors. If unlicensed individuals are found to be performing electrical or plumbing installations on a construction project, a stop work order will be posted for the entire project until such time as the contractor can show only licensed employees are assigned to the project. If an individual performing plumbing or electrical installations refuses to show their license, a stop work order may be placed on the entire project until that individual produces the appropriate license. Apprentices shall not be working on a project without a journeyman overseeing their work. If an apprentice is found to be working on a project without a journeyman present, a stop work order may be placed on that portion of the work. A current City business license is also required for all contractors and subcontractors.

Final Inspections require separate requests for the following types of inspections: *(These inspections may be called in any order when you are ready; however, the final building inspection can only be approved after the erosion control engineering, plumbing, electrical, historic, and zoning inspections have received approvals.)*

- Final electrical inspection (through Clatsop County)
- Final plumbing inspection
- Final erosion control inspection
- Final historic, design review, and/or zoning inspections

Final Mechanical and Building Inspections are normally called together and will be performed after all electrical, plumbing, and Historic finals have been obtained and prior to occupancy or use of the structure. Be sure to post the certificate of insulation provided by the installing contractor at the furnace and have the attic access open and ladder in place for inspection.

Note: A Certificate of Occupancy approval is required prior to use of all new dwellings and additions. *It is a violation of the Oregon Residential Specialty Code to occupy a dwelling prior to the approval for occupancy by the City of Astoria building official. (Exception: Manufactured Dwellings do not require a Certificate of Occupancy.)*

Conditions of Plan Approval on the plans review letter(s) needs to be reviewed. Please discuss any questions concerning the conditions with the Building Official.