

# CITY OF McMinnville

## Building Division

231 NE 5th Street, McMinnville, OR 97128  
Office: 503) 434-7314 FAX: 503) 474-4955  
24-Hour Inspection Request Line: 503) 434-7542

## PROGRESSIVE INSPECTIONS and FINAL OCCUPANCY

When a permit is issued, it is valid for six months. After six months with no inspections, the permit will expire. Violation of the building code may occur when all necessary inspections are not obtained. When a permit expires, a new permit must be obtained to complete the project. Obtaining progressive inspections on your project can prevent this.

Also, all projects require a final inspection under the building code. Arranging this inspection at the appropriate point in your project will save all involved parties lost time. Please refer to the guidelines below for arranging final inspections:

### RESIDENTIAL PROJECTS:

1. High-Efficiency Interior Lighting System Form. This form must be submitted to our office prior to requesting a final inspection.
2. Yamhill County Electrical Final. This inspection and approval is required from the Yamhill County Building Department. It MUST be approved prior to requesting final from our office. If you pass this final electrical inspection, they will inform us the next business day. Please contact their office at (503) 434-7516.
3. City Building Division Final. AFTER an electrical final has been approved as noted above, please contact us at (503) 434-7314 to arrange for final inspection.

If you are granted Temporary Occupancy, it is good for 60 days. *All items must be completed and approved prior to your deadline.*

### COMMERCIAL PROJECTS:

1. Landscaping Approval. Plan ahead and have all landscaping installed and approved by our Planning Department. If this is not feasible (weather often plays a part), security equal to 120 percent of the cost of landscaping may be submitted. Also, submit a copy of the contract estimate for the remaining landscaping, and a letter of understanding stating when the landscaping will be done. This assures installation within a suitable time. Contact the Planning Department at (503) 434-7311 for all landscape issues.

2. Yamhill County Electrical Final. This inspection and approval is required from the Yamhill County Building Department. This inspection must be approved prior to requesting final from our office. If you pass this final electrical inspection, they will inform us the next business day. Please contact their office at (503) 434-7516.
3. Fire Department - Fire and Life Safety. In addition to requesting your final inspection through the Building Division, please arrange all final fire and life safety inspections directly with the Fire Department at (503) 435-5800.
4. City Building Division Final Inspection. AFTER the above items are approved, arrange for final inspection with our office. When you request final inspection, we will also coordinate input from other departments, i.e., Planning and Engineering.
  - a. **Failed Inspection.** If your final inspection does not pass and temporary occupancy cannot yet be granted, a Correction Notice will be issued noting the outstanding items. When all listed items are complete, and prior to occupancy, a reinspection must be scheduled.
  - b. **Temporary Occupancy.** If your final inspection does not pass, but Temporary Occupancy can be granted, verbal approval will be given (generally at the time of inspection). A written Temporary Certificate of Occupancy will be mailed listing all outstanding items to complete before final occupancy. Temporary occupancies are good for 90 days from the Temporary Occupancy date. *All outstanding items must be completed and approved prior to the 90-day deadline.*
  - c. **Final Occupancy.** When all items have been completed and approved, Final Occupancy will be granted. A written Final Certificate of Occupancy will be mailed to the project site for posting, along with copies to all pertinent parties.