

A. Right of Way Use Permit Inspection Information

Updated June 2015

As a condition of issuance of any permit or authorization which requires approval of the Department, each applicant shall be required to consent to inspections by the department or any other appropriate city department (BCC 14.30.180). Routine periodic inspections and observations will be conducted until the permitted use is complete and a final inspection approved.

Basic Steps in the Inspection Process

Schedule the required inspections. All permitted work requires the following inspections:

- PRECON (902) inspection, a pre-construction conference with the ROW inspector and others as required by the permit conditions or the inspector.
- JOBSTART (900) scheduled for ***each day*** the applicant or contractor are working in or impacting traffic or pedestrians in the ROW.
- FINAL (995) when all work in the ROW is complete and all surfaces and infrastructure has been restored to the satisfaction of the inspector and as required by the permit conditions.
- Sometimes the inspector may use or require:
 - GENERAL (903) for documenting ongoing long term projects
 - RESTORATION (928) to determine restoration scope and limits

Scheduling Inspections

Inspections are scheduled at <https://inspection.mybuildingpermit.com> using the permit number:

1. From the MyBuildingPermit home page select ***Inspections***
2. Then select ***Bellevue*** in the drop down box for Jurisdiction
3. You may then find your permit ***By Permit Number*** – or - ***By Address*** and then click ***“search”***
4. Now you see a table with your Permit number, Project name, and Address
 - a. click the blue Permit Number.
5. Then select the inspection type, select the inspection date, and leave a message if you so desire.
6. Now just fill in the Name and Phone number of the person who is the best contact for the inspection. Then add an email address and click ***“Submit Inspection Request”***

- ❖ If the applicant has no access to the internet inspections can be scheduled by calling the IVR system at 425-452-6875 and using the three digit numerical code shown on the permit with each inspection type. Just follow the voice prompt.

MANDATORY CHECK-IN on the day of your inspection

- Download the My Bellevue app from your provider’s app store. When you open the app select “Right of Way Use Contractor Check-in” and follow the instructions and prompts. (see the attached handout)
 1. Fill in the permit number and confirm.
 2. Add the contact info and the last day you will be in the ROW.
 3. Select your location on the map,

Be Prepared for Your Inspection

- Have your permit and any approved (11’x17”) plans at the site and available for the inspector.
- Be ready before the inspector arrives; otherwise, you may be required to re-schedule and pay a re-inspection fee.
- Your permit has a life; review your permit to determine what the expiration date is. If your permit expires before you obtain signoff on your final inspection, you will be required to obtain a new permit to complete the work.
- Inspection scheduling is your responsibility.