

CONSTRUCTION INSPECTION GUIDELINES

How to be successful when working with the City of Lynnwood

General Information

Contact Information

Permit Center: 425-670-5400 (permits@LynnwoodWA.gov)
Development Engineering (DE) Main: 425-670-5201 (DevEng@LynnwoodWA.gov)
Development Engineering Manager – Charlie Palmer: 425-670-5219 (CPalmer@LynnwoodWA.gov)
DE Civil Engineer – Sam Ottow: 425-670-5226 (SOttow@LynnwoodWA.gov)
DE Senior Construction Inspector – Brett Emry: 425-670-5221 (BEEmry@LynnwoodWA.gov)

Helpful Links

[Private Developer General Notes](#)
[How to Request & Schedule Inspections](#)
[City of Lynnwood Public Permit Portal](#)
[Lynnwood Municipal Code](#)
[City of Lynnwood Design Manual](#)

Additional Permits Required

1. Weekend/After Hours Work (WKD)
 - Each permit is valid for 3 consecutive weekends.
 - On-site inspections will not be allowed unless approved by the Development Engineering Manager.
 - Work hours are Monday – Friday, 7:00 a.m. to 6:00 p.m. [LMC 10.12.300](#)
2. Noise Variance (NOISE)
 - Required for after-hours work (in addition to a WKD permit).
3. Hydrant-Use (HYD)
 - RPBA Required
 - Install, test, and do not remove!
 - [Backflow Preventer Inspection and Field Test Report](#)
4. Industrial Waste Discharge (IWD)
 - Required for any water discharged into sanitary sewer system.
5. Class I/Class II Tree Permit (TREE)
 - [LMC 17.15](#) Tree Regulations

Damage to Existing Conditions

- The General Contractor is responsible for damages to city property, pavement, walks, utilities, or underground cables.
- It is strongly recommended to record a video of the existing conditions of the surrounding areas and submit the video to the city prior to the start of any work. Email photos and/or recordings to your inspector.

Traffic Control

- Traffic Control must *strictly adhere* to the [Manual of Uniform Traffic Control Devices](#) (MUTCD) standards.
- See City of [Lynnwood Traffic Control Notes](#) for general requirements.
- No full road closures will be allowed unless approved by the City Traffic Engineer.
- Temporary restoration of roadways must be safe for vehicular traffic.
- No steel plates allowed in the right of way when snow/ice is expected.
- City Connector streets require a City approved Traffic Control Plan. A certified Traffic Control Supervisor must be present while TCP is in effect.
- Flaggers must have current Washington State Flaggers card present during operations.

Plan Revisions & As-Builts

- Please keep us informed about plan revisions, RFIs, etc. – this will help us to anticipate your changing needs. Email your inspector and DevEng@LynnwoodWA.gov when any changes occur. The City requires PDF and CAD files for as-built submittals, prior to any permit completion.

Schedules/Communications

- Please provide your inspector a monthly schedule – this will help the make sure that staff is available for upcoming inspections. Email your inspector and DevEng@LynnwoodWA.gov when changes occur.
- Alternatively, you may email your weekly progress and what you expect to complete the following week to your inspector. We encourage you to include 2 – 3 progress photos.

Requesting Inspections in Lynnwood

DBS Portal

1. To request an inspection, an individual must register for an account.
2. Only contacts that are on the permit requiring a specific inspection can request an inspection.
3. For questions, please contact us or call 425-670-5400.

Inspections

1. Please request inspections online by 4:00 p.m. the day *before* the inspection is needed.
2. Photos may be required for inspections. Please provide the best quality photos possible, with as much information needed to describe the work being completed.
3. Timing of the inspector's arrival may vary.
4. Only contacts that are on the permit requiring a specific inspection can request an inspection.

Erosion Control

City of Lynnwood Environmental

[City of Lynnwood TESC Standard Notes](#)

- TESC Inspections must be requested by calling 425-670-5256. Once all TESC measures are in place, call for inspection.
- Temporary erosion/sedimentation control (TESC) measures shall be implemented prior to any grading or extensive land clearing. These facilities shall be satisfactorily maintained until construction is completed and the potential for erosion is minimized.
- Street cleanliness is strictly enforced. The contractor shall clean access streets and right-of-way, using only vacuum sweepers, at least daily or more frequently as may be necessary and so directed by the City. If track out is observed by the inspector, the street must be cleaned as directed by the inspector. At the second warning of a street not being clean, all work on the project site will cease until the street is cleaned and approved by the inspector.
- No soils shall remain exposed and unworked for more than the time periods set forth below to prevent erosion:
 - *During the dry season (May 1 – September 30): 7 days*
 - *During the wet season (October 1 – April 30): 2 days*
- Manage the site so dust does not migrate into surrounding properties.
- Silt fence must be keyed in and compacted as shown in [ES-TESC-I-Silt-Fence](#)

- On-site construction activities may not commence until City of Lynnwood approves a Spill Prevention Control and Countermeasures plan (SPCC plan) and a Stormwater Pollution Prevention Plan (SWPPP) for the project.
- Depending on site conditions, downstream monitoring (turbidity testing) may be required for the site prior to excavation. A meeting shall be set up with the turbidity testing company, the City and the contractor to establish sampling locations and testing frequency.
- Method of removing storm water from the site must be approved by the TESC inspector.
- Submit weekly TESC reports to Craig Reynolds at CReynolds@LynnwoodWA.gov.

Demolition Inspections

Required Inspections: Inspections are required when any of the below occurs on the job site. The inspection will be in a partial-pass state until all the pertinent checklist items are complete. Inspections will be available to request under your RDEM or CDEM permit.

- **Sewer Cap**
 - Capping
 - All side sewers must be capped at the property line prior to building demolition.
 - Capping must be done using a mechanical plug or gasketed cap. Grouting/mudding is not allowed.
 - Backfill
 - A 2x4 must be backfilled from the stub/cap to at least 2-feet above grade and marked “SEWER”.
- **Water Cap**
 - Capping
 - Email DevEng@LynnwoodWA.gov for water meter pull requests.

Water Inspections

Required Inspections: Inspections are required when any of the below occurs on the job site. The inspection will be in a partial-pass state until all the pertinent checklist items are complete. Inspections will be available to request under your DE or RNEW permit.

[City of Lynnwood Water Standard Notes](#)

- **Domestic Water Main Pipe Inspections**

- Fill/Disinfection
 - 24-hour minimum static disinfection required.
 - Heavily chlorinated water must not exceed 48 hours of stagnation.
 - A certified and tested backflow assembly is required for filling operations.
- Pressure Test
 - 250 PSI for 2 hours
- Thrust Blocking
- Flush/Sample
 - Purities are delivered to City of Everett Environmental Lab. Results typically are in the next day.
 - Dichlorination tablets required for stormwater discharge.
 - Industrial waste discharge permit (IWD) must be issued before any flushing into sewer main.
- Tie-In
 - Chlorine swab fittings in accordance with AWWA C-651
- Backfill

- **City Water Service Inspection**

- Saddle/Direct Tap
 - All taps must be performed by City of Lynnwood approved tapping contractors.
- Service Line Installation (main to meter/setter)
- Backfill

- **Hydrant Inspection**

- Installation
- Flush
 - Dichlorination tablets required for stormwater discharge.
- Pressure Test
 - Testing is only required when separate from new domestic main installation.
- Backfill

- **Tapping Tee/Insertion Valve Inspection**

- Installation
 - The City may require insertion valve installation for in-line valving to eliminate service disruptions.
 - Chlorine swab fittings in accordance with AWWA-651
- Thrust Blocking

Storm Drainage Inspections

Required Inspections: Inspections are required when any of the below occurs on the job site. The inspection will be in a partial-pass state until all the pertinent checklist items are complete. Inspections will be available to request under your DE or RNEW permit.

[City of Lynnwood Storm Drainage Notes](#)

- **Storm Main Pipe Inspection**
 - Installation
 - Backfill
- **Catch Basin (Type-1/Type-2) Inspection**
 - Installation
 - Mudding/grouting on all risers, bricks, voids, etc.
 - Backfill
- **Storm Lateral Inspection**
 - Installation
 - Backfill
- **Detention/Retention Vault or Pond Inspection**
 - Installation
 - Flow restrictor orifice diameter check
 - The shop drawing of flow restrictor must be sent to inspector and/or DevEng@LynnwoodWA.gov
 - Backfill

Sanitary Sewer Inspections

Required Inspections: Inspections are required when any of the below occurs on the job site. The inspection will be in a partial-pass state until all the pertinent checklist items are complete. Inspections will be available to request under your DE or RNEW permit.

[City of Lynnwood Sewer Notes](#)

- **Sewer Main Pipe Inspection**
 - Installation
 - Pressure Test
 - 4 PSI for 15 minutes
 - Backfill

- **Sewer Manhole Inspection**
 - Installation
 - Grouting/mudding required on all risers, pipe crowns, voids, etc.
 - Backfill

- **Lateral/Side Sewer Inspection**
 - Installation
 - Water/Air Pressure Test
 - Side Sewer As-Built
 - Required if separate from main pressure testing
 - [Side Sewer As-Built Template](#)
 - Pipes less than or equal to 6 inches in diameter may be water tested
 - Backfill

Right of Way Inspections

Required Inspections: Inspections are required when any of the below occurs on the job site. The inspection will be in a partial-pass state until all the pertinent checklist items are complete. Inspections will be available to request under your DE or RNEW permit.

[City of Lynnwood Grading Notes](#)

[City of Lynnwood Trench Patching Notes](#)

- **ROW Inspection**
 - Traffic Control Set Up MUTCD Compliant
 - Request for TCP set up only.

- **ROW Final Inspection**
 - Sidewalks/Ramps
 - Undamaged, no cracks, ADA compliant
 - Striping/Channelization
 - Traffic Signage

- HMA and Concrete Material Submittal
 - Route material submittals to assigned inspector or DevEng@LynnwoodWA.gov
- Compaction Test Submittal
 - Route test results to assigned inspector or DevEng@LynnwoodWA.gov
- Paving
 - Per plan, tack sealed, iron structures at grade

Fire (Underground)

South County Fire Requirements

[Fire Safety During Construction](#)

[City of Lynnwood Fire General Notes](#)

1. All hydrants shall be in service and accessible prior to combustible or vertical construction.
2. No installation/work on fire systems without approved plans.
3. Fire department access roads shall be ATB or as approved by the Fire Inspector for accessibility. Quarry spalls or gravel are not acceptable. Access points shall be identified on perimeter of project site.
4. Call for fire inspection prior to delivery of combustibles on to the site.
5. Any hydrant not in service shall be bagged with black plastic and secured against removal.
6. Contractors must give their assigned inspector notice 1 week prior to proposed shutdown date and make them aware of any hydrants to be out of service. The City Inspector will notify South County Fire of the shutdown parameters and duration. No water mains will be out of service without the approval of the Fire Marshall.
7. Temporary standpipes are required when the building location exceeds 40 feet from the access for fire trucks.

Required Inspections: Inspections are required when any of the below occurs on the job site. The inspection will be in a partial-pass state until all the pertinent checklist items are complete. Inspections will be available to request under your DE permit.

- **Fire Suppression Main Pipe Inspection**
 - Disinfection/Fill
 - 24-hour minimum static disinfection required
 - Heavily chlorinated water must not exceed 48 hours of stagnation. Weekend disinfection is not allowed.
 - A certified and tested backflow assembly is required for filling operations.

- Pressure Test (250 PSI for 2 hours)
- Thrust Blocking
- Flush/Sample
 - 24-hour minimum static disinfection required
 - Heavily chlorinated water must not exceed 48 hours of stagnation. Weekend disinfection is not allowed.
 - A certified and tested backflow assembly is required for filling operations.
 - Purities are delivered to City of Everett Environmental Lab. Results typically are in the next day.
 - Dichlorination tablets required for stormwater discharge.
 - Industrial waste discharge permit (IWD) must be issued before any flushing into sewer main.
- Tie-In
 - Chlorine swab fittings in accordance with AWWA-651
- High Volume Flush (Bag Flush)
 - Minimum 15 minutes at scouring velocities
 - Water shall be discharged through a burlap sack.
 - Additional tests may be required if debris is detected.
- Thrust Blocking
- Backfill
- **Fire Department Connection (FDC) Inspections**
 - Pressure Test (250 PSI for 2 hours)
 - High Volume Flush (Bag Flush)
 - Minimum 15 minutes at scouring velocities
 - Water shall be discharged through a burlap sack.
 - Additional tests may be required if debris is detected in the sack.
 - Thrust Blocking
 - Backfill

Project Closeout/Finalization

Bond Release (DE Permits)

Plat Bond [LMC 19.20.045](#)

- Plat has been recorded by Snohomish County and improvements have been completed.
- All deferred submittals accepted by City
 - As-Builts (CAD/PDF)
 - Compaction Tests
 - CCTV Footage of Sewer and Storm Main
 - Sight Triangle Analysis (if applicable)

ROW Bond [LMC 12.04.260](#)

- ROW final inspection completed
- All deferred submittals accepted by City
 - As-Builts (CAD/PDF)
 - Compaction Tests
 - CCTV Footage of Sewer and Storm Main
 - Sight Triangle Analysis (if applicable)

Storm Bond [LMC 13.40.110](#)

- Storm facilities constructed per plan and final inspection completed
- All deferred submittals accepted by City
 - As-Builts (CAD/PDF)
 - Drainage Covenant
 - CCTV Footage of Sewer and Storm Main

Tree Bond (Class II Permits) [LMC 17.15.120](#)

- Tree replanting accepted per TREE permit calculations
- All TREE permits in completed status

Certificate of Occupancy (RNEW/CNEW Permits)

Child Permits (Completed)

- Cross-Connection Control (CCC) permits
 - Backflow test reports received
- Pre-Treatment (PT) permits
- Tree Permit (TREE)

- Replanting accepted

Deferred Submittals

- As-Builts (CAD/PDF)
- Compaction Tests
- [Side Sewer As-Builts](#) for all new connections