
CONSTRUCTION INSPECTION GUIDELINES

How to be successful when working with the City of Lynnwood

City of Lynnwood Rules/Regulations

Work Hours & After Hours Work

- Work hours are Monday- Friday, 7am to 6pm ([LMC 10.12.300](#) #13)
- Weekend and after hours work requires a [permit](#). Each permit is valid for 3 consecutive weekends. On-site inspections will not be allowed unless approved by the Development Engineering Supervisor.
- After hours work requires a noise variance [permit](#). See the [Development Engineering Permits](#) webpage and navigate to “After Hours/Weekend Work”

Haul Routes

- Please provide haul routes for earthwork and construction materials delivery traffic to the city for review and approval. Email haul route map(s) to your inspector.
- The city may require revision of the route during the project to mitigate for unforeseen problems.

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 video record the existing conditions of the surrounding areas and submitting the video to the city prior to the start of any work. Email photos and/or recordings to your inspector.
- Traffic signal detection loops damaged by construction will be replaced by video detection at the contractor’s expense unless directed otherwise by the City Traffic Engineer.
- Tree replanting must comply with LMC

Traffic Control

- Traffic Control must strictly adhere to the [Manual of Uniform Traffic Control Devices](#) (MUTCD) standards.
- No full road closures will be allowed unless approved by the City Traffic Engineer.

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 changes occur.

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 email your inspector your weekly progress and what you expect to complete next week. 2-3 progress photos are encouraged.
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- If your group has an organized communications platform such as Microsoft Teams or Google Docs, please invite your assigned inspector to it.
- Notify the City of any positional changes in order to keep the contact sheet up to date.

Requesting Inspections in Lynnwood

DBS Portal

- In order to request an inspection an individual must [register for an account](#).
- For questions please [contact us](#) or call 425-670-5400.

Inspections

- Please request inspections [online](#) by 4pm the day before the inspection is needed.
- Photos may be required for inspections. Please provide the best possible quality photos with as much information needed to describe the work being completed.
- Timing of the inspector's arrival may vary.

Demolition

Required Inspections: inspections are required when any of the below are occurring 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 SEWR capping permit.

- **Inspection Request**
 - Checklist Item
 - Informational Note
- **Sewer Cap Inspection**
 - 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

Required Inspections: inspections are required when any of the below are occurring 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 WAT permit.

Example:

- Inspection Request
 - Checklist Item
 - Informational note
- 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.
 - Sewer discharge permit must be valid before any flushing into sewer main.
 - Tie-In
 - Chlorine swab fittings in accordance with AWWA C-651
 - Backfill
- City Water Service Inspection
 - Saddle/Direct Taps
 - Service Line Installation
 - Main to setter
 - Backfill
- Hydrant Inspection
 - Installation
 - Flush
 - Dichlorination tablets required for stormwater discharge
 - Sewer discharge permit must be valid before any flushing into sewer

- Pressure Test
 - Testing only required when separate from 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 Water

Required Inspections: inspections are required when any of the below are occurring 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 STM permit.

Example:

- Inspection Request
 - Checklist Item
 - Informational note
- 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 Connection Inspection
 - Installation
 - Backfill
- Detention/Retention Vault Inspection
 - Installation
 - Flow restrictor orifice diameter check
 - Backfill

Sanitary Sewer

Required Inspections: inspections are required when any of the below are occurring 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 SEWR permit.

Example:

- Inspection Request
 - Checklist Item
 - Informational note
- 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/Stub Inspection
 - Installation
 - Water/Air Pressure Test
 - Required if separate from main pressure testing
 - Pipes less than or equal to 6 inches in diameter may be water tested
 - Backfill

Right of Way

Required Inspections: inspections are required when any of the below are occurring 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 ROW permit.

Example:

- Inspection Request
 - Checklist Item
 - Informational note
- Final Approval

- Sidewalks/Ramps
 - Undamaged, no cracks, ADA compliant
- Traffic 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
- Street Lighting

Fire (Underground)

South County Fire Requirements

- All hydrants shall be in service and accessible prior to combustible or vertical construction.
- No installation/work on fire systems without approved plans.
- Fire department access roads shall be ATB or as approved by the Fire Inspector for accessibility. Quarry spalls or gravel is not acceptable. Access points shall be identified on perimeter of project site.
- Call for fire inspection prior to delivery of combustibles on to the site.
- Any hydrant not in service shall be bagged with black plastic and secured against removal.
- 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.
- 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 are occurring 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 WAT permit.

Example:

- Inspection Request
 - Checklist Item
 - Informational note
- 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
 - Purities are delivered to City of Everett Environmental Lab. Results typically are in the next day.
 - Dichlorination tablets required for stormwater discharge
 - A sewer discharge permit must be valid before any flushing into sewer main
- Tie-In
 - Chlorine swab fittings in accordance with AWWA-651
- High Volume/Bag Flush
 - 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
 - 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

Erosion Control

City of Lynnwood Environmental

- TESC Inspections must be requested by calling 425 670 5222
- 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
- Silt fence must be keyed in and compacted as shown in [ES-TESC-1-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 setup 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 inspector.
- Submit weekly TESC reports to Darlene Stokes at dstokes@LynnwoodWA.gov .