

Investigation Inspection Process

Notice & Orders and Stop Work Orders

Planning & Community Development

17500 Midvale Ave N

Shoreline, WA 98133

206-801-2500

pcd@shorelinewa.gov



Notice & Orders and Stop Work Orders are generated based on contractors, property owners, tenants, or others who start and/or complete work on a construction project prior to being granted an issued permit. It is the responsibility of the property owner to address the Orders from the City.

1. Receive Notice & Order and/or Stop Work Order

A City representative may post a Stop Work Order on a site if they find Work Without Permit (WWOP). The Customer Response Team (CRT) will issue a Notice & Order for all WWOP. WWOP is construction activity without the benefit of an issued permit. The property owner is responsible for addressing this order.

2. Complete the Investigation Inspection Application Form

An investigation inspection is required for all Notice & Orders and/or Stop Work Orders. The Investigation Inspection Application Form must be submitted within three business days of receiving a Notice & Order or Stop Work Order. Complete the form provided along with the Order or contact PCD to receive the application form. The property owner or representative of the property owner must sign the form.

3. Submit the Investigation Inspection Application Form

The completed and signed Investigation Application Form must be submitted to PCD either via email to PCD@shorelinewa.gov or in person during permit processing hours (see hours in footer below). The fee for an investigation inspection is \$333.00 and is due upon application. The investigation inspection will be issued upon submittal a complete application form and payment.

4. Schedule the Investigation Inspection

The customer is responsible for scheduling the inspection. The inspection can be scheduled online, via eTRAKiT, or via phone at (206) 801-2545. Inspections are typically scheduled on the next business day from date of the inspection request. The investigation inspection should occur within 10 days of the investigation inspection being issued.

5. Hold the Investigation Inspection

A City of Shoreline Inspector will visit the site and inspect the subject area. The owner or a representative of the owner should be present for the inspection. The customer will receive a report from the inspector detailing the work performed without an issued permit and what permit application(s) must be submitted.

6. Submit Required Application Materials

Based on the report received from the inspector, the property owner is responsible for applicable permit(s) to address the Order from the City. The completed application materials must be submitted to PCD either online through eTRAKiT (email PDF's are not acceptable) or in person with paper materials during permit processing hours (see hours in footer below). The fee for permits is based on the scope of the application and is due upon application. The permit(s) will be issued upon successful completion of permit review.

7. Inspections and Final Inspection

After the permit(s) is issued, it is the responsibility of the customer to schedule the inspections. All listed inspections must be successfully completed. A final inspection is required to verify that the work has been completed and is in accordance with the building, civil, and municipal codes. The Customer Response Team (CRT) will close the Code case once the final inspection has passed and any penalties are paid.