

SITE READINESS CHECK

What is a Site Readiness Check?

- A Site Readiness Check (SRC) is a visual check that is performed at the job site between Everett Inspection staff and the owner's team to verify that a project is ready to begin the inspection process.

Why is it required?

- The SRC is required because a project has begun or has been completed without all required permits, inspections, and approvals. It is needed to first determine that the site has been adequately prepared for the construction and inspection process to get into compliance.

How do I request a Site Readiness Check?

- To request a Site Readiness Check, contact Permit Services by sending an email to PermitServices@everettwa.gov or call 425-257-8810 to speak to a Permit Technician. Site Readiness Checks are only performed on Tuesdays and Thursdays.

What will happen during the Site Readiness Check?

- The inspectors will use the approved plans to verify that all areas and scope of work identified on the plans have been uncovered and are ready for visual inspection. This includes plumbing, mechanical, electrical, gas pipe, earth work, and building construction activity.

What happens if there are areas still not uncovered or available for inspection found during the SRC?

- If the areas of work are not all uncovered, the SRC will stop and be resulted as 'Not Ready'. The areas still covered will be required to be uncovered prior to the next SRC meeting. After the work area is uncovered and ready for visual inspection, the owner will need to schedule another SRC meeting before the project is able to move on to the inspection phase.

What if the approved plans do not indicate all of the areas of work?

- It is the owner's responsibility to ensure that all unpermitted/unlawful work is identified on the plans and uncovered for inspection. If the SRC identifies additional areas of work not shown on the plans, it will be resulted as 'Not Ready', and the plans will be required to be revised and resubmitted for review and approval. Once the revised plans are approved and issued, a new SRC will be required to be scheduled by the owner's team and performed by Everett Inspection staff.

Are there fees associated with a Site Readiness Check/Re-check?

- Yes. The \$250 fee for the first Site Readiness Check will appear on the "W" record number associated with the violation/unlawful work. When the associated permits are issued, an email will be sent with instructions to pay the SRC Fee and schedule the SRC. Each re-check (if not ready) will require an additional \$250 fee to be paid prior to a new SRC being scheduled and performed (fees effective September 1, 2023).

What are the next steps once the Site Readiness Check is resulted as 'Ready'?

- When the SRC is resulted as 'Ready', the permit's status will be changed to 'Permit Issued' on the next business day and the project will be able to proceed with construction and schedule the required inspections through the [Online Permitting Portal](#).



3200 Cedar Street
Everett, WA 98201



425.257.8810
8am-12pm, 1pm-3pm



PermitServices@everettwa.gov
everettwa.gov/permits