



**City of Olympia  
Community Planning and Development  
Building Division Bulletin (Bulletin #04-16)**

***Subject: Project Closeout Documents***  
International Building Code Section 110 & 111.1

Many permits issued by the City of Olympia require proper project closeout documentation from the project Engineer of Record (EOR), Special Inspection Firm or other Registered Professionals involved with the project. The following is an explanation of required documentation for the purpose of obtaining a final inspection for occupancy.

Each permit which requires special inspection must have a final closeout report documenting special inspection/s completed by the approved Special Inspection Firm detailing any discrepancies and corrections performed. An original wet-stamp signed letter and final report from the Special Inspection Firm is required at final inspection stating that the required special inspections have been completed and that the work permitted was or was not constructed in conformance with approved plans and specifications with explanation as necessary. Statements of general compliance are not acceptable, i.e., "to the best of my knowledge"; "our understanding of" or "in general conformance with".

The Engineer of Record (EOR) must also submit a final letter to the City Building and Safety Division stating that they have reviewed the special inspection reports from the Special Inspection Testing Agency and have accepted the report. And based upon the information submitted and the EOR's field observations concludes that the work under the permit has been constructed in conformance with the approved plans and specifications, and in conformance with the applicable codes, and any discrepancies are required to be noted and detailed with explanation. The letter must be original and bear the wet-stamped signature of the EOR. Statements of general compliance are also unacceptable with this letter as outlined above.

All final reports must include coordination with not only the EOR but other registered professionals such as, but not limited to, Geotechnical Engineer, Mechanical Engineer, Fire Protection Engineer, and/or any other registered professionals involved with a project requiring coordination of design elements and construction requirements.

Permits with these requirements will not be finalized until this documentation is received and deemed to be acceptable for the final permit and occupancy approval.