



# BUILDING PERMIT APPLICATION

(Attach Fee Worksheet, Invoice & Work Permit if Issued)

PROPERTY OWNER: \_\_\_\_\_

PHYSICAL ADDRESS (DIRECTIONS IF NEEDED):  
\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

TAX PARCEL # \_\_\_\_\_

ATTACH ACCURATE PLAT MAP - **REQUIRED**

CONTRACTOR: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

LICENSE #: \_\_\_\_\_

CONTRACTOR PHONE: \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_

ESTIMATED END DATE: \_\_\_\_\_

EXTENSION DATE (if requested): \_\_\_\_\_

DESCRIBE THE DESIGN & INTENDED USE OF THE STRUCTURE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# OF BEDROOMS \_\_\_\_\_ # OF BATHROOMS \_\_\_\_\_

*Separate permits are required for each detached building more than 300 square feet in area.*

**OFFICE USE ONLY** - Cost Valuation per SQ FT  
(use IBC 2018 groups)

\_\_\_\_\_: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

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Deck or Carport:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x \$ .20 = \$ \_\_\_\_\_

Outbuilding **\*\*Over 300 Sq Feet\*\***:

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x \$ .20 = \$ \_\_\_\_\_

TOTAL SQ FOOTAGE:

TOTAL CALCULATED VALUE: \$

BUILDING PERMIT # ISSUED:

INVOICE # ISSUED:

WORK PERMIT ISSUED:

*Permits become **VOID** if construction has not started within 12 months of issuance OR if work is suspended for more than 180 days, unless a written request for an extension is received.*

**I certify that I have read and understand this application and know the same to be true and correct. All provisions or laws and ordinances governing this type of work will be complied with whether specified herein or not.**

OWNER SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

BUILDING PLAN : \_\_\_\_\_

Date: \_\_\_\_\_

FINAL INSPECTION: \_\_\_\_\_

Date: \_\_\_\_\_



## Instructions

1. NEW CONSTRUCTION & REMODELS (affecting structural components)
  - a. APPLICATION
    - i. Turn in completed building permit application, plat map, and design drawings.
  - b. PLAN APPROVAL
    - i. If in the commercial zone, building design will need to be approved through the Citizens Preservation and Planning Committee *then* the City Council.
    - ii. Building Inspector will look over and approve the building plans.
  - c. BILLING
    - i. City Clerk will generate an invoice.
    - ii. Once invoice is paid, a Work Permit will be issued. This must be kept on display in a visible location during all construction.
  - d. CONSTRUCTION
    - i. Customer or Contractor performs building construction.
    - ii. City Public Works Construction.
      1. Water Meter Install– See Water Install Procedure.
      2. Sewer Line Hookup – See Sewer Hookup Procedure.
  - e. ON-SITE INSPECTION
    - i. Customer is responsible for contacting L&I for an electrical inspection if performing the work. If the electrician is a licensed contractor, this is not required.
    - ii. When work is completed, the Building Inspector will perform a final walk-through and occupancy inspection.
      1. Certificate of Occupancy will be issued for new builds only, or upon request for remodels.
2. PERMANENT SIGNAGE - (Wood, metal, other “permanent” fabrication materials)
  - a. APPLICATION
    - i. Turn in completed building permit application with proofs/drawings.
  - b. DESIGN APPROVAL
    - i. If in the commercial zone, building design will need to be approved through the City Council.
    - ii. Building Inspector will look over and approve building plans for attachment of sign to building *or* free-standing construction



- c. BILLING
    - i. City Clerk will generate an invoice.
    - ii. Once invoice is paid, a Work Permit will be issued. This must be kept on display in a visible location during all construction.
  - d. CONSTRUCTION
    - i. Sign may be installed/built.
3. TEMPORARY SIGNAGE - (Vinyl, banners, lightweight wood, corrugated plastic, other “temporary” fabrication materials)
- a. APPLICATION
    - i. Turn in completed building permit application with proofs/drawings.
  - b. DESIGN APPROVAL
    - i. If in the commercial zone, sign must be approved by City Council.
  - c. BILLING
    - i. City Clerk will generate an invoice.
  - d. DISPLAY
    - i. Sign may be displayed for a maximum of 6 months with no option for extension.

**NOTE:** Unless otherwise determined with City Hall and/or the Building Inspector, construction may not begin until all invoices are paid in full.

**NET45 Terms:** All Building Permit invoices are subject to Net45 terms. Any Building Permit that is not paid within 45 days after the date of the invoice is automatically VOID and construction may not begin.



<b>FEE WORKSHEET - Description</b>		<b>Base Rate</b>	<b>Amount Charged</b>
	Total Calculated Valuation	Variable	\$
	Residential Base Rate + Valuation Fees	\$45.00	\$
◇	Residential Remodel Base Rate	\$45.00	\$
	Commercial Base Rate + Valuation Fees	\$75.00	\$
◇	Commercial Remodel Base Rate	\$117.00	\$
	Plan Check Fee - 65% of Building Permit Fee	Variable - (R3 No Fee)	\$
◆	Off-Hours Inspection	\$42.00 / Hour	\$
◆	Non-Specific Inspection	\$42.00 / Hour	\$
◆	Additional Plan Review or Plan Revision Review	\$42.00 / Hour	\$
	Outside Consultant for Plan Check or Inspections	Cost	\$
	Demolition Permit (Bond Required)	\$50.00	\$
●	Safety Inspection Residential - Single Family	\$30.00	\$
●	Safety Inspection Residential - Duplex	\$50.00	\$
●	Safety Inspection Residential – 3-6 plex	\$75.00	\$
●	Safety Inspection Residential - Multi-Family	\$100.00	\$
●	Safety Inspection Comm. - 1st Floor (\$50.00 min.)	\$0.30 per 100 SQ FT	\$
●	Safety Inspection Comm. - 2nd Floor	\$0.20 per 100 SQ FT	\$
●	Safety Inspection Comm. - 3rd Floor & up	\$0.10 per 100 SQ FT	\$
●	Safety Inspection Comm. - Duplex	\$50.00	\$
	Wood Stove Inspection	\$45.00	\$
	Fuel Tank Fee & Inspection	\$100.00	\$
	Signage (\$42.00 min.)	\$0.30 per SQ FT	\$
	Temporary Signage (6 month maximum use)	\$20.00	\$
□A	Single Section Mobile Home	\$117.00	\$
□A	Multi Section Mobile Home	\$42.00 + \$75.00 per Section	\$
	Outbuildings, Sheds, Decks (over 300 Sq Feet)	\$42.00 + \$0.20 per SQ FT	\$
	State Building Code Fee	\$6.50 + \$2.00 per addt'l unit	\$
	6 Month Permit Extension (Ord. 2007-06, 3 max.)	\$75.00	\$
		<b>Total Invoiced</b>	\$

- ◇ Includes Inspection
- ◆ 2 Hour Minimum
- Upon Request
- No Trailers Older Than 1976
- A Includes Foundation Inspection



## Building FAQs:

- **Electrical Inspection:**

- Washington State Department of Labor & Industries
  - (800)-509-8847
  - [www.lni.wa.gov/licensing-permits/](http://www.lni.wa.gov/licensing-permits/)

- **Plumbing Inspection:**

- Northeast Tri-County Health District
  - 147 N. Clark Ave. #7  
Republic, WA 99166
  - (509) 775-3111 ext. 2
  - <https://www.netchd.org/FormCenter/Forms-4/OnSite-Sewage-Permit-Application-Procedure-47>

- **No Permit Required:**

- Fences under 7 ft
- Sheds under 300 Sq Feet
- Remodel / Renovation with NO structural changes
- Buildings must be 6 ft from property line, with eaves overhanging no closer than 4 ft from the line.
- Fences can be built on the property line (leaving access for meter reads.)
- **Snow Load 40 PSF**
- **Frost Depth 30 inch** minimum from final grade to bottom of footing

**IT IS THE OWNER OR CONTRACTOR'S RESPONSIBILITY TO CALL CITY HALL FOR THE INSPECTIONS LISTED BELOW. IF WORK PROGRESS IS BEYOND THE REQUIRED INSPECTION, IT MAY BE NECESSARY TO REMOVE MATERIALS FOR A PROPER INSPECTION.**

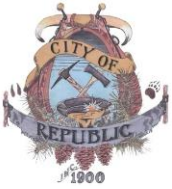
- **FOOTING INSPECTION:**

Call for inspection when: Excavation for footings is complete and any required reinforcing steel is in place, but **BEFORE** concrete is poured.

NOTE: Footings should be 30 inches below the finished soil grade (to the top of the footings).

- **FOUNDATION INSPECTION:**

Call for inspection when: Any required steel is in place, and forms are set, (Tie-downs are required on all Mobile Homes), BUT before concrete is poured.



- **CONCRETE SLAB INSPECTION:**

Call for inspection when: All reinforcing steel, under slab plumbing (All under slab plumbing must be inspected prior to being covered) and sand filling to grade is in place, BUT before concrete is poured. If you don't have a basement or concrete slab floor, disregard inspection #3.

- **FRAMING COVER INSPECTION:**

Call for inspection when: All framing, roofing (snow loads are 40 lbs), water piping, heating, venting ducts and \*electrical wiring are in place, BUT before drywall/wallboard is started.

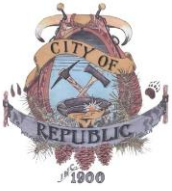
- **FINAL INSPECTION:**

Call for inspection when: Building is completed and ready for occupancy.

- **CERTIFICATE OF OCCUPANCY:**

BEFORE ANYONE OR ANYTHING IS MOVED INTO BUILDING, A CERTIFICATE OF OCCUPANCY MUST BE ISSUED.

- ALL building permits become **VOID** if construction has not started within 12 months of issuance **OR** is work is suspended for more than 180 days for *any* reason.
  - Building Permit Extension Fees will be set at \$75.00 per extension request. The number of extensions will be limited to three (3) six-month extensions for an original Building Permit. The original Building Permit is for a period of one (1) year from the time the permit is issued.
  - All requests for extensions of the original Building Permit must be made in writing to the City Council thirty (30) days prior to expiration of the original permit or extension. No extension will be granted after the expiration of such thirty (30) day period, and a new Building Permit will be required to resume construction.
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### Quick Reference:

BUILDING PERMIT # \_\_\_\_\_

BUILDING PERMIT LOCATION: \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

EXTENSION EXPIRATION DATE: \_\_\_\_\_

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### Important Dates:

FOUNDATION/FOOTING/SLAB INSPECTION DATE & TIME: \_\_\_\_\_

Notes: \_\_\_\_\_

FRAMING INSPECTION DATE & TIME: \_\_\_\_\_

Notes: \_\_\_\_\_

PLUMBING INSPECTION DATE & TIME: \_\_\_\_\_

Notes: \_\_\_\_\_

ELECTRICAL INSPECTION DATE & TIME: \_\_\_\_\_

Notes: \_\_\_\_\_

FINAL INSPECTION DATE & TIME: \_\_\_\_\_

Notes: \_\_\_\_\_

Final Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

Occupancy Certificate Issued: \_\_\_\_\_