

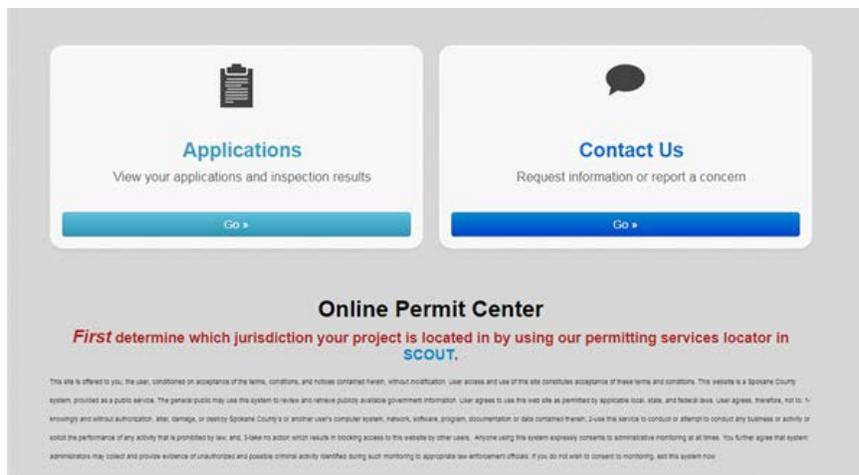
# APPLYING FOR PERMITS ONLINE

The current system is limited to fire permits, mechanical, plumbing, roofing/siding, new construction for One and Two Family dwellings and a dwelling permit called MUPS that Spokane County has developed for preapproved plans for specific builders only. As new permit types are added, this list will be updated. Note that some screen shots may not match what the system currently shows.

Welcome to the Spokane County Building and Planning online portal permit and plan submission system. To make this journey easier, verify the required submittal documents are on the computer system you are using to submit through the portal, thumb drive, etc., such as the plans, truss and beam calculations, WSEC forms, mechanical worksheets, etc. The quickness of our review and approval for your permit depends totally on the quality of the submittal documents you provide. Typically, such documents are in a PDF format, though the system can use a variety of formats. In addition, it is beneficial for you to print off the paper building, plumbing and mechanical permit applications and fill them out before even starting with the electronic permit. The reason it is the same exact information on the electronic permits and the format is laid out in the same fashion as the paper versions and the information will be at your fingertip.

When applying for the permit electronically if you do not have the required information, once you submit the application you cannot go back and change or fill in new information. When we then receive the application electronically and identify missing information or mistakes, the review is automatically put on hold, marked deficient, an email that is sent automatically and wait your response. The only part that you can resubmit is the plans and documents submittals, but again, if they are not there on the original submittal the review stops.

In the picture below, on this page, you can go to the blue “Documents” button shown by the arrow at the bottom to retrieve the paper permit documents and the excel footing calculator.



## Documents

- 2015 IRC Regional Prescriptive Footing Calculator with Background
- 2019 Building Permit Application
- 2019 Fire Code Application
- 2019 Mechanical Application
- 2019 Plumbing Application
- Duct Leakage Affidavit - New Construction
- Duct Leakage Affidavit - Existing Construction
- Understanding Washington State's Carbon Monoxide Alarm Laws

Once those are fully filled out, return to the previous page and click on “Applications”.

Spokane County, WA support: 509-477-3675  
bphelp@spokanecounty.org

  
**Applications**  
View your applications and inspection results  
[Go »](#)

  
**Contact Us**  
Request information or report a concern  
[Go »](#)

**Online Permit Center**  
*First determine which jurisdiction your project is located in by using our permitting services locator in **SCOUT**.*

This site is offered to you, the user, conditioned on acceptance of the terms, conditions, and notices contained herein, without modification. User access and use of this site constitutes acceptance of these terms and conditions. This website is a Spokane County system, provided as a public service. The general public may use this system to review and retrieve publicly available government information. User agrees to use this web site as permitted by applicable local, state, and federal laws. User agrees, therefore, not to: 1- knowingly and without authorization, alter, damage, or destroy Spokane County or another user's computer system, network, software, program, documentation or data contained therein; 2-use this service to conduct or attempt to conduct any business or activity or solicit the performance of any activity that is prohibited by law; and, 3-take no action which results in blocking access to this website by other users. Anyone using this system expressly consents to administrative monitoring at all times. You further agree that system administrators may collect and provide evidence of unauthorized and possible criminal activity identified during such monitoring to appropriate law enforcement officials. If you do not wish to consent to monitoring, exit the system now.

## Other services



The next page provides you several options.

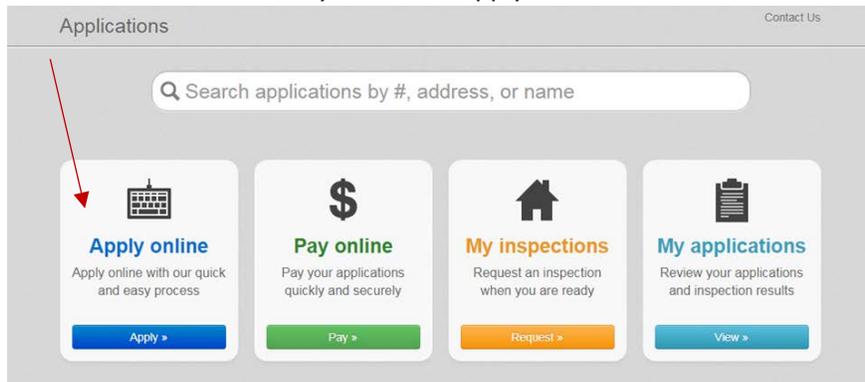
The first box, "Apply online" is for a new permit application.

The second box, "Pay online" is to pay for an approved permit.

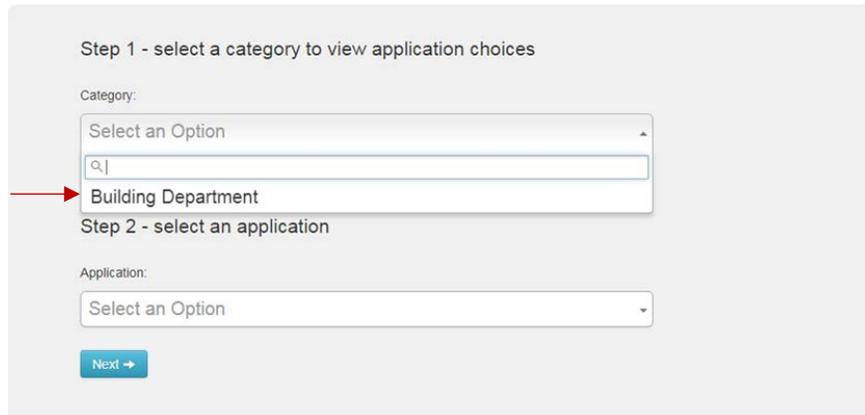
The third box, "My inspections" is to schedule or view inspections online.

The fourth box, "My applications" is to view all your submitted applications and to make very limited changes to them as was mentioned above.

By clicking on the "Apply online" you are automatically taken to the page to choose the type of permit you wish to apply for



Click the top drop down under category and choose "Building Department".



Click the second drop down and choose the type of permit you wish to apply for. As this paper is specific to new construction residential dwelling, choose that one.

Step 1 - select a category to view application choices

Category:

Step 2 - select an application

Application:

- E-Underground Fire Sprinkler Service
- eAuto Sprinkler/Alternative Extinguishing System
- eCommercial Plumbing
- eFire - Fire Alarm System
- eFire - Fire Alarm/Sprinkler System - Alteration
- eFire - Fire Alarm/Sprinkler System - Minor Alteration
- eResidential Dwelling - One SFD
- eResidential Dwelling - Residence - New Construction

A new screen will open showing the type of permit you chose. Below that is a box for you to describe what you are building. Typically, it will state a New Single Family Residence with either an Attached or Detached Garage as shown in this picture. Then click "Next" at the bottom of this screen.

1 Type      2 Location      3 Review

Start your application by selecting a permit type

Permit Type:\*

Describe the purpose of the permit:

Note that you will need either a valid address as provided by Spokane County or the Parcel number for the property. At times on a vacant parcel an address has not been assigned yet. If that is the case, at the bottom center, click the blue lettered "I want to enter a parcel # instead". Either method you choose, after filling in either the property address or the parcel number, click the "Next" button at the bottom.

1 Type      2 Location      3 Review

**Site location**

If you receive this error "**Address must be a valid parcel**" or "**No Matches**" on parcel, you may be requesting a permit for another jurisdiction. Please determine which jurisdiction your project is located by using our permitting services locator in [SCOUT](#).

Address:

City:

State: WA ▾

Zip Code:

I want to enter a parcel # instead.

← Previous    Next →

1 Type      2 Location      3 Review

**Site location**

If you receive this error "**Address must be a valid parcel**" or "**No Matches**" on parcel, you may be requesting a permit for another jurisdiction. Please determine which jurisdiction your project is located by using our permitting services locator in [SCOUT](#).

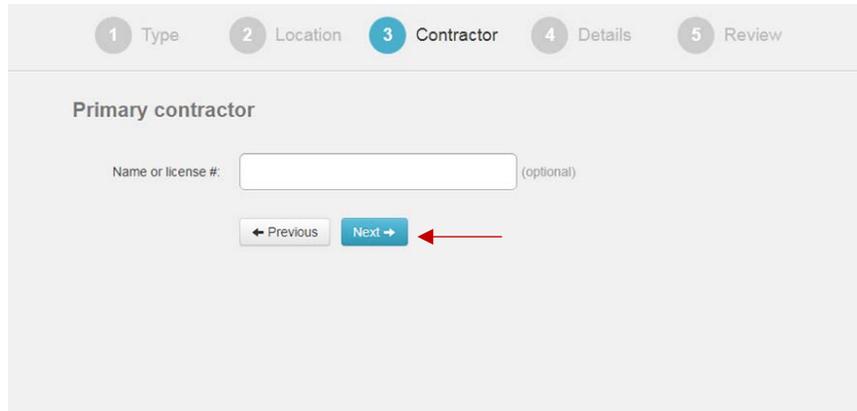
Parcel Number:

I want to enter an address instead.

← Previous    Next →

The next screen to populate is for the primary contractor. Unless you are building the house completely as owner builder, it is best to input the general contractors name at this point as you will still need to supply it per state law.

Then choose "Next".



The screenshot shows a web interface with a progress bar at the top containing five steps: 1 Type, 2 Location, 3 Contractor, 4 Details, and 5 Review. Step 3, 'Contractor', is currently active. Below the progress bar, the section is titled 'Primary contractor'. It contains a text input field labeled 'Name or license #' with '(optional)' to its right. At the bottom of the section, there are two buttons: '← Previous' and 'Next →'. A red arrow points to the 'Next →' button.

Now we begin the task of inputting the data for the structure itself. There are quite a few boxes to infill and this data is very important for us to capture. Having it precaptured on a paper application as discussed in the beginning will help this process go faster for you.

Please fill in the boxes using all caps as it makes it easier to read on the computer screen and the permit itself. The items with red asterisk are required to be filled in. If you have not been assigned an address yet, put unknown, if you do not have all your contractors lined up yet, put unknown, but at some point, you will need to supply them. Once again, describe the work to be performed, i.e. new single family residence with an attached garage.

The screenshot shows a web-based permit application form. At the top, there is a progress bar with five steps: 1 Type, 2 Location, 3 Contractor, 4 Details (highlighted in blue), and 5 Review. Below the progress bar, the section is titled "Permit details". The form contains the following fields:

- Describe the work to be performed.\*
- Site Address.\*
- Who is the primary contact for this project.\*
- Applicant's Phone Number.\*
- Applicant's E-mail Address.\*
- Owner Phone Number.\*
- Owner's E-mail Address.\*
- Primary Contractor's Phone Number.\*
- Primary Contractor's Email Address.\*
- Architect/Engineer Name:
- Architect/Engineer Mailing Address:
- Architect/Engineer Phone Number:
- Architect/Engineer E-mail Address:
- Mechanical Contractor Name.\*
- Mechanical Contractor License Number.\*

The building height is calculated from the ground to the roof peak. If the lot slopes, it is calculated at a point halfway down the slope to the peak. A basement is not considered a story; this number is the floors above grade. Each floor needs to have the square footage input as that is how permit costs are derived. Please delineate for the basement how much is finished or unfinished. A bonus room is typically an area above the garage built within the roof of the garage though it can also be in part of the roof system for the house, one large open room. Any front or rear deck/porch area as well as the square footage for the garage. The box for total cost of the project is for your construction cost of the building itself, not including land, including but not limited to labor, material, wiring, plumbing, mechanical, finish work, etc. We need to know if there are existing structures on the property and these should also be shown on the site plan with distances noted.

Mechanical Contractor Phone Number:*	<input type="text"/>
Mechanical Contractor E-mail Address:*	<input type="text"/>
Plumbing Contractor Name:*	<input type="text"/>
Plumbing Contractor License Number:*	<input type="text"/>
Plumbing Contractor Phone Number:*	<input type="text"/>
Plumbing Contractor's E-mail Address:*	<input type="text"/>
Building Height:*	<input type="text" value="0.00"/>
Stories:*	<input type="text" value="1"/>
Total Buildable Sq.Ft.:*	<input type="text"/>
First Floor Area:*	<input type="text" value="0"/>
Second Floor Area:	<input type="text" value="0"/>
Third Floor Area:	<input type="text" value="0"/>
Finished Area Basement:	<input type="text" value="0"/>
Unfinished Basement Area:	<input type="text" value="0"/>
Bonus Room (Finished/Unfinished):	<input type="text"/>
Deck/Patio Area (Covered/Uncovered):	<input type="text"/>
Garage or Carport Area:	<input type="text" value="0"/>
What is the total cost of the project:*	<input type="text"/>
Heat Source (Gas, Electric, etc.):*	<input type="text"/>
Are there any structures on the property? If yes, identify on site plan:*	<input type="text"/>

If the structure is within the boundary of an existing platted subdivision this next portion is much easier. If building on a larger rural tract of land, you need to verify all of the following items and input the correct information. Once again, if any part of this is missing, it increases the length of time for the permit to be reviewed and approved.

Is any part of the property within 250 feet of a shoreline? If yes, identify on plan..\*

Is your property in a designated wildlife habitat area?.\*

Is any part of the property within a 100 year flood plain? If yes, identify on site plan..\*

Are there any wetlands, streams or ponds within 200 feet of the property? If yes, identify on site plan..\*

Are there slopes greater than 30% on the property? (30 ft. rise in 100 ft.)..\*

What is the current property size:.\*

What is the current use of the property?..\*

Will the site be served by a septic system?.\*

Are there or will there be wells located on the property? If yes, identify on the site plan..\*

Is there evidence of fill or excavation on the property?..\*

Are critical and hazardous materials used or stored on site?..\*

I Agree that the information provided is accurate:.\*

I agree that the information provided above is accurate:..\*

Now we begin with the mechanical and plumbing portions of the application. As suggested before, having the paper application filled out with the correct numbers will help in filling this out quickly and properly. By the time you are applying for the permit all the following items should already be decided upon by reviewing the plans and mechanical system documents. If need be, have your plumber and mechanical contractor help to fill these out for you on the paper applications. It is your responsibility to know the systems of your project. Note that some of the items pertain to commercial projects.

Fixtures			
Class	Description	Per Unit	Quantity
MECHANICAL	Water Heater, Fuel Burning	\$51.52	<input type="text" value="0"/>
MECHANICAL	Two-Family / Townhouse / Multifamily Structures Ventilating Fans (Includes Connection To A Single Duct) - First	\$25.76	<input type="text" value="0"/>
MECHANICAL	LPG Storage/Dispensing Tank	\$51.52	<input type="text" value="0"/>
MECHANICAL	Hood Suppression	\$51.52	<input type="text" value="0"/>
MECHANICAL	Ventilating Fan	\$25.76	<input type="text" value="0"/>
MECHANICAL	Two-Family / Townhouse / Multifamily Structures Domestic Kitchen Ranges (includes ventilating hood and duct connection) - Additional	\$25.76	<input type="text" value="0"/>
MECHANICAL	Heat Pump, Air Conditioner, Or Air Handler	\$51.52	<input type="text" value="0"/>
MECHANICAL	Domestic Kitchen Range (Includes Hood & Duct Connection)	\$51.52	<input type="text" value="0"/>
MECHANICAL	Two-Family / Townhouse / Multifamily Structures Clothes Dryer (Includes Connection To A Single Duct) - Additional	\$25.76	<input type="text" value="0"/>
MECHANICAL	Commercial Cooking Appliance	\$51.52	<input type="text" value="0"/>
MECHANICAL	Installation Of Each Boiler (Elec.) Or Commercial Compressor	\$51.52	<input type="text" value="0"/>
MECHANICAL	Type I Hood (Does Not Include Suppression)	\$51.52	<input type="text" value="0"/>
MECHANICAL	Gas Stove, Gas Fireplace, Gas Log, Or Gas Insert	\$51.52	<input type="text" value="0"/>
MECHANICAL	Each Appliance Or Piece Of Equipment Regulated By Code, Not Classified In Other Appliance Categories, Or For Which No Other Fee Is Listed In This Fee Schedule	\$51.52	<input type="text" value="0"/>

MECHANICAL	Installation Of Each Fuel Burning Forced-Air Furnace, Burner, Or Unit Heater: Equal To Or Greater Than 400,000 BTU (Does Not Include Duct System)	\$51.52	<input type="text" value="0"/>
MECHANICAL	Duct Detector System	\$51.52	<input type="text" value="0"/>
MECHANICAL	Type II Hood	\$51.52	<input type="text" value="0"/>
MECHANICAL	Fuel Burning Boiler	\$51.52	<input type="text" value="0"/>
MECHANICAL	Two-Family / Townhouse / Multifamily Structures Clothes Dryer (Includes Connection To A Single Duct) - First	\$51.52	<input type="text" value="0"/>
MECHANICAL	Duct System	\$51.52	<input type="text" value="0"/>
MECHANICAL	Two-Family / Townhouse / Multifamily Structures Ventilating Fans (Includes Connection To A Single Duct) - Additional	\$5.43	<input type="text" value="0"/>
MECHANICAL	GAS PIPING (1-5 OUTLEST)	\$14.91	<input type="text" value="0"/>
MECHANICAL	Installation Of Each Fuel Burning Forced-Air Furnace Or Unit Heater: Less Than 400,000 BTU (Does Not Include Duct System)	\$51.52	<input type="text" value="0"/>
MECHANICAL	Two-Family / Townhouse / Multifamily Structures Domestic Kitchen Ranges (includes ventilating hood and duct connection) - First	\$51.52	<input type="text" value="0"/>
MECHANICAL	Smoke/Fire Damper - Additional	\$25.76	<input type="text" value="0"/>
MECHANICAL	Smoke/Fire Damper - First	\$51.52	<input type="text" value="0"/>
MECHANICAL	Comm./Domestic Clothes Dryer (Includes Duct System)	\$51.52	<input type="text" value="0"/>
MECHANICAL	Wood Or Pellet Stove/Insert	\$51.52	<input type="text" value="0"/>
MECHANICAL	Hydronic Piping - Ea. Additional Zone	\$11.25	<input type="text" value="0"/>
MECHANICAL	Hydronic Piping - 1-5 Zones	\$51.52	<input type="text" value="0"/>
PLUMBING	Floor Drains	\$11.38	<input type="text" value="0"/>
PLUMBING	Dishwasher	\$11.38	<input type="text" value="0"/>
PLUMBING	Clothes Washer	\$11.38	<input type="text" value="0"/>
PLUMBING	Water Using Devices	\$11.38	<input type="text" value="0"/>
PLUMBING	Water Softener	\$11.38	<input type="text" value="0"/>
PLUMBING	Water Heater, Electric	\$11.38	<input type="text" value="0"/>
PLUMBING	Urinals	\$11.38	<input type="text" value="0"/>
PLUMBING	Roof Drains/Overflow Drains (Ea.)	\$11.38	<input type="text" value="0"/>
PLUMBING	Cross Connection Devices	\$11.38	<input type="text" value="0"/>
PLUMBING	Garbage Disposal/Grinder	\$11.38	<input type="text" value="0"/>
PLUMBING	Plumbing Reversal	\$11.38	<input type="text" value="0"/>
PLUMBING	Toilets	\$11.38	<input type="text" value="0"/>
PLUMBING	Fountains, Drinking	\$11.38	<input type="text" value="0"/>
PLUMBING	Sinks	\$11.38	<input type="text" value="0"/>
PLUMBING	Showers (Per Trap)	\$11.38	<input type="text" value="0"/>
PLUMBING	Sewage Ejectors	\$11.38	<input type="text" value="0"/>
PLUMBING	Tubs	\$11.38	<input type="text" value="0"/>
PLUMBING	Water Piping/Drain-In Waste-Vent	\$11.38	<input type="text" value="0"/>
PLUMBING	Miscellaneous Fixtures	\$11.38	<input type="text" value="0"/>
PLUMBING	Medical Gas (Per Outlet/Bottle Station)	\$11.38	<input type="text" value="0"/>
PLUMBING	Interceptors	\$11.38	<input type="text" value="0"/>

At the very bottom of the fixtures forms is the valuations tab. This helps to establish the permit fee, providing the specific square footage for each area and multiplying it by the correct formula. Mistakes here will be compounded so please be accurate. To begin this example, click on the drop down menu for valuation.

Valuations

Valuation	Quantity
-- Select a Valuation Type --	0
	<input type="button" value="+ Add"/>

For my front deck, I click on that line item. And then input the square feet of my deck in the box to the right. Once I do that, I then click the green "+Add" button.

Valuations

Valuation	Quantity
-Deck	100
	<input type="button" value="+ Add"/>

By clicking the green "Add" button, I insert another value field as shown below. Notice how your deck square footage shows up below the new one. If you notice, you used the wrong value or square footage, the black "X" allows you to delete it and revise it. The next value you input is the first floor square footage the same way as explained above.

Valuations

Valuation	Quantity
-SFR-1st Floor	2300
	<input type="button" value="+ Add"/>

-Deck	100 @ \$15.40/SQFT	✘
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Now you input the square footage of the attached garage.

Valuations

Valuation	Quantity
-Residential garage/carport	640
	<input type="button" value="+ Add"/>

-Deck	100 @ \$15.40/SQFT	✘
-SFR-1st Floor	2300 @ \$105.66/SQFT	✘

With all the values for your project entered, it will now look like this. When you are satisfied that it is correct, click the blue "Next" button.

**Valuations**

Valuation	Quantity	
-- Select a Valuation Type --	<input type="text"/>	<input type="button" value="+ Add"/>
-Deck	100 @ \$15.40/SQFT	✘
-SFR-1st Floor	2300 @ \$105.66/SQFT	✘
-Residential garage/carport	640 @ \$15.40/SQFT	✘

Now it is time to review all the information that you input into the online application for completeness and accuracy.

1 Type   2 Location   3 Contractor   4 Details   5 Review

### Review your permit application

**General Information** [edit](#)

Applicant: Russell Cornell

Permit Type: eResidential Dwelling - One SFD

Project Description: NEW SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE

Parcel #: 99999.9999  
NOT KNOWN AT TIME OF ENTRY  
Site Address: UNKNOWN, WA 0

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**Permit Details** [edit](#)

Describe the work to be performed: NEW SINGLE FAMILY HOUSE WITH GARAGE

Site Address: 1111

Who is the primary contact for this project: OWNER

Applicant's Phone Number: 000-000-0000

Applicant's E-mail Address: OWNER@

Owner Phone Number: 000-000-0000

Owner's E-mail Address: OWNER@

Primary Contractor's Phone Number: 000-000-0000

Primary Contractor's Email Address: OWNER@

Mechanical Contractor Name: OWNER

Mechanical Contractor License Number: N/A

Mechanical Contractor Phone Number: 000-000-0000

Mechanical Contractor E-mail Address: OWNER@

Plumbing Contractor Name: OWNER

Plumbing Contractor License Number: N/A

Plumbing Contractor Phone Number: 000-000-0000

Plumbing Contractor's E-mail Address: owner@

Building Height: 0.00

Stories: 1

Total Buildable Sq.Ft.: 3040

First Floor Area: 2300

Second Floor Area: 0

Third Floor Area: 0

Finished Area Basement: 0

Unfinished Basement Area: 0

Deck/Patio Area (Covered/Uncovered): 100

Garage or Carport Area: 640

What is the total cost of the project: 640,000

Heat Source (Gas, Electric, etc.): GAS

Are there any structures on the property? If yes, identify on site plan.: No

Is any part of the property within 250 feet of a shoreline? If yes, identify on plan.: No

Is your property in a designated wildlife habitat area?: No

Is any part of the property within a 100 year flood plain? If yes, identify on site plan.: No

Are there any wetlands, streams or ponds within 200 feet of the property? If yes, identify on site plan.: No

Are there slopes greater than 30% on the property? (30 ft. rise in 100 ft.): No

What is the current property size: vacant

What is the current use of the property?: none

Will the site be served by a septic system?: No

Are there or will there be wells located on the property? If yes, identify on the site plan.: No

Is there evidence of fill or excavation on the property?: No

Are critical and hazardous materials used or stored on site?: No

I Agree that the information provided is accurate: Y

I agree that the information provided above is accurate.: YES

This review is the last chance you have during the process to correct any errors. Once you are satisfied, click the blue "Submit my Application" button at the bottom.

**Fixtures** [edit](#)

Class	Fixture	Quantity	Value
MECHANICAL	Water Heater, Fuel Burning	1	\$51.52
MECHANICAL	Ventilating Fan	5	\$128.80
MECHANICAL	Heat Pump, Air Conditioner, Or Air Handler	1	\$51.52
MECHANICAL	Domestic Kitchen Range (Includes Hood & Duct Connection)	1	\$51.52
MECHANICAL	Gas Stove, Gas Fireplace, Gas Log, Or Gas Insert	1	\$51.52
MECHANICAL	Installation Of Each Fuel Burning Forced-Air Furnace, Burner, Or Unit Heater: Equal To Or Greater Than 400,000 BTU (Does Not Include Duct System)	1	\$51.52
PLUMBING	Dishwasher	1	\$11.38
PLUMBING	Clothes Washer	1	\$11.38
PLUMBING	Toilets	3	\$34.14
PLUMBING	Sinks	4	\$45.52
PLUMBING	Showers (Per Trap)	2	\$22.76
PLUMBING	Tubs	1	\$11.38
<b>Total:</b>			<b>\$522.96</b>

**Valuations** [edit](#)

Valuation	Quantity	Value
-Deck	100	\$1,540.00
-SFR-1st Floor	2300	\$243,018.00
-Residential garage/carport	640	\$9,856.00
<b>Total:</b>		<b>\$254,414.00</b>



[✓ Submit my Application](#)

Now the screen will show you the actual permit that you submitted including a building permit number. You will also receive an email verifying the submittal. It is at this time that you complete the most important step of the process, the submittal of your plans, truss/beam specifications, footing calculations, WSEC paper work, etc.



Your permit application is submitted!  
Confirmation email sent to rcornell@spokanecounty.org

**E-B1900138** eResidential Dwelling - One SFD ✉ Contact

<b>Address:</b> NOT KNOWN AT TIME OF ENTRY: UNKNOWN, WA 0 Parcel #: 99999.9999	<b>Status:</b> Application is under initial review	<b>Submitted:</b> 3/11/2019 <b>Approved:</b> <b>Issued:</b> <b>Closed:</b> <b>Expires:</b>	<b>Inspections:</b> Required: 9 Requested: 0 Reinspect: 0 Complete: 0	<b>Due Now:</b> <span style="font-size: 2em; font-weight: bold;">\$0<sup>0</sup></span> Additional fees may be required
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**Project:**  
NEW SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE

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**👤 Contacts**

TO PRINT A STATUS REPORT FOR THIS PROJECT, FIRST HAVE YOUR PROJECT NUMBER READY, THEN CLICK ON THE COUNTY LOGO, SCROLL TO THE BOTTOM OF THE SCREEN, CLICK REPORTS, CHOOSE THE 'PROJECT STATUS' REPORT, AND ENTER THE PROJECT NUMBER. (IF THE REPORT DOESN'T DISPLAY, IT IS BECAUSE YOUR 'COMPATIBILITY VIEW' SETTINGS ARE TURNED ON. YOU CAN TURN IT OFF BY CLICKING 'TOOLS' > 'COMPATIBILITY VIEW SETTINGS' > AND UNCHECK ALL BOXES. NOW YOUR REPORT WILL PRINT.)

**APPLICANT:** Russell Cornell  
**OWNER:** UNKNOWN  
 UNKNOWN  
 UNKNOWN, XX 00000

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**📄 Details**

Describe the work to be performed: NEW SINGLE FAMILY HOUSE WITH GARAGE

Who is the primary contact for this project: OWNER

Applicant's Phone Number: 000-000-0000

Applicant's E-mail Address: OWNER@

Owner Phone Number: 000-000-0000

Owner's E-mail Address: OWNER@

Primary Contractor's Phone Number: 000-000-0000

Primary Contractor's Email Address: OWNER@

Architect/Engineer Name:

Architect/Engineer Mailing Address:

Architect/Engineer Phone Number:

Architect/Engineer E-mail Address:

Mechanical Contractor Name: OWNER

Mechanical Contractor License Number: N/A

Mechanical Contractor Phone Number: 000-000-0000

Mechanical Contractor E-mail Address: OWNER@

Plumbing Contractor Name: OWNER

Plumbing Contractor License Number: N/A

Plumbing Contractor Phone Number: 000-000-0000

Plumbing Contractor's E-mail Address: owner@

Building Height: 0.00

Stories: 1

Total Buildable Sq.Ft.: 3040

First Floor Area: 2300

Second Floor Area: 0

Third Floor Area: 0

Finished Area Basement: 0

Unfinished Basement Area: 0  
Bonus Room (Finished/Unfinished):  
Deck/Patio Area (Covered/Uncovered): 100  
Garage or Carport Area: 640  
What is the total cost of the project: 640,000  
Heat Source (Gas, Electric, etc.): GAS  
Are there any structures on the property?  
If yes, identify on site plan.: No  
Is any part of the property within 250 feet  
of a shoreline? If yes, identify on plan.: No  
Is your property in a designated wildlife  
habitat area?: No  
Is any part of the property within a 100  
year flood plain? If yes, identify on site  
plan.: No  
Are there any wetlands, streams or  
ponds within 200 feet of the property? If  
yes, identify on site plan.: No  
Are there slopes greater than 30% on the  
property? (30 ft. rise in 100 ft.): No  
What is the current property size: vacant  
What is the current use of the property?: none  
Will the site be served by a septic  
system?: No  
Are there or will there be wells located on  
the property? If yes, identify on the site  
plan.: No  
Is there evidence of fill or excavation on  
the property?: No  
Are critical and hazardous materials used  
or stored on site?: No  
I Agree that the information provided is  
accurate: Y  
I agree that the information provided  
above is accurate.: YES

This next section is where you will upload all the plans, documents, etc. Look at how they are grouped and sort your PDF files into the same groupings. If you upload one huge file containing all the documents, it will slow the system and process down as they are grouped for specific reasons and departments.

Where it shows in blue "0 Files", click on that for each type of submittal.

**Parcels**

Parcel	Owner	Address
99999.9999	UNKNOWN	NOT KNOWN AT TIME OF ENTRY UNKNOWN, WA 0

**Submittals**

Submittal	Required	Received	Version	Status	Files
Footing Calculations/Ventilation & WSEC Forms	Yes		1	Pending	0 Files
Site Plans, Construction Drawings, Truss and Beam Calcs	Yes		1	Pending	0 Files
Site Specific Geotech Report	Yes		1	Pending	0 Files
Sewer Permit Application	Yes		1	Pending	0 Files

**Approval Steps**

Below you will find the status of the project application. Each of these steps need to be completed before the application can be finalized and either a permit issued, or the project can be approved. Please contact us for clarification on any status where the Description includes "Migrated from PLUS". 1) "In Queue" means the application has been received by the County and the review steps have been identified. 2) When one of the steps are "In Review", that means a reviewing agency has received the paperwork and has begun their review. 3) "Revisions Requested" means the agency has identified components of the application that need to be received before they can finalize their review. 4) Once a step has been changed to "Complete", that agency has finished their review and no further action is required on the applicant's part.

Step	Status	Date
Contractor License Verification	In Queue	3/11/2019
Address assignment/verification	In Queue	3/11/2019
Building Residential Plan Review	In Queue	3/11/2019
Planning Residential Land Use Review	In Queue	3/11/2019
Public Works Approach Permits	In Queue	3/11/2019

A new screen will populate, click the light blue button that says "Upload".

**E-B1900138** eResidential Dwelling - One SFD Contact

**Footing Calculations/Ventilation & WSEC Forms**

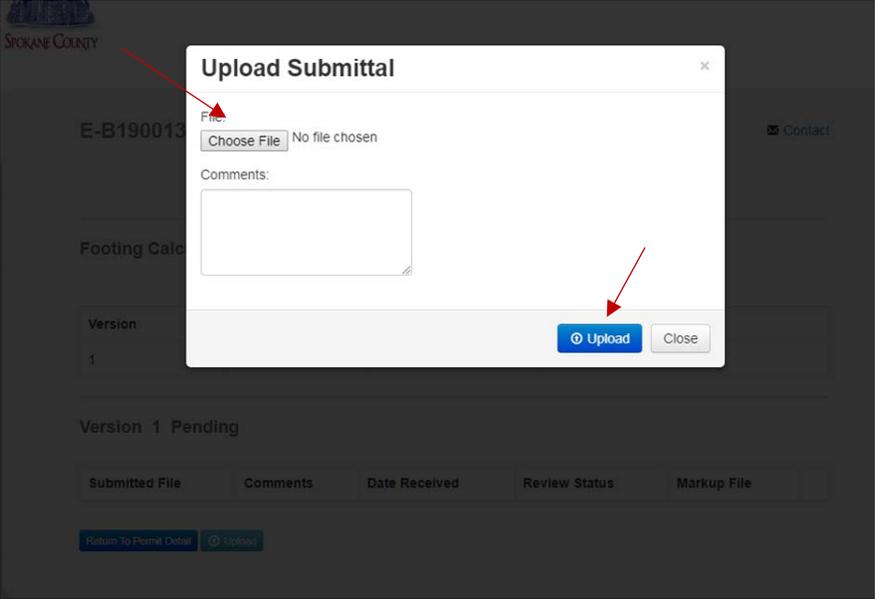
Version	Status	Received	Deficiency Report
1	Pending		

**Version 1 Pending**

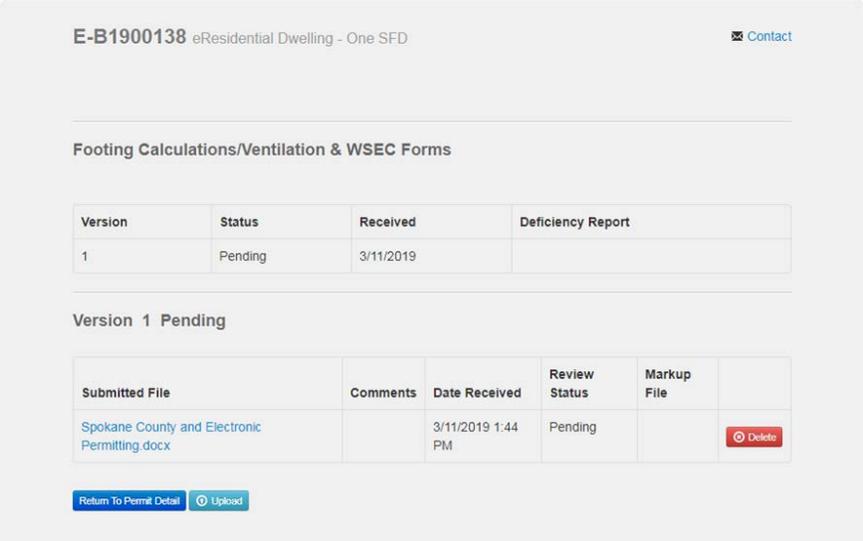
Submitted File	Comments	Date Received	Review Status	Markup File

[Return To Permit Detail](#) [Upload](#)

A new screen will show up on top of the original and this is the screen to directly upload the files. Simply click the “Choose File” button upper left, choose the file from your computer system. Once you have done so, click the blue “Upload” button on the lower right.



It will now bring up the original screen showing the documents that you uploaded. If it is the incorrect file, you can click the red “Delete” button off to the right and try again. If you have more than one file to upload for this section, simply click the light blue “Upload” button to insert more. You can upload as many files as you need to and if after submitting it all, you can upload corrected files on this same page. When you are done with the files for this portion, simply click the dark blue button that says “Return To Permit Detail”.



As shown when you return to the permit detail page, notice that it now shows you have uploaded your first file. Simply follow the same procedure for all the documents you need to submit. Each time you upload a file it will show on the permit detail page what you have submitted. In addition, each time you submit plans, you will receive an email confirmation.

Submittal	Required	Received	Version	Status	
Footing Calculations/Ventilation & WSEC Forms	Yes	3/11/2019	1	Pending	<a href="#">1 Files</a>
Site Plans, Construction Drawings, Truss and Beam Calcs	Yes		1	Pending	<a href="#">0 Files</a>
Site Specific Geotech Report	Yes		1	Pending	<a href="#">0 Files</a>
Sewer Permit Application	Yes		1	Pending	<a href="#">0 Files</a>

Submittal	Required	Received	Version	Status	
Footing Calculations/Ventilation & WSEC Forms	Yes	3/11/2019	1	Pending	<a href="#">1 Files</a>
Site Plans, Construction Drawings, Truss and Beam Calcs	Yes	3/11/2019	1	Pending	<a href="#">1 Files</a>
Site Specific Geotech Report	Yes		1	Pending	<a href="#">0 Files</a>
Sewer Permit Application	Yes		1	Pending	<a href="#">0 Files</a>

Once you have finished with that submittal process, review the specifics of the permit. You will see the status of the review steps which for now will simply be "In Queue". You will see the total of the plumbing and mechanical fixtures you choose.

**Approval Steps**

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Step	Status	Date
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Planning Residential Land Use Review	In Queue	3/11/2019
Public Works Approach Permits	In Queue	3/11/2019

**\* Fixtures**

Fixture	Quantity	Per Unit	Value
Water Heater, Fuel Burning	1	\$51.52	\$51.52
Dishwasher	1	\$11.38	\$11.38
Clothes Washer	1	\$11.38	\$11.38
Ventilating Fan	5	\$25.76	\$128.80
Heat Pump, Air Conditioner, Or Air Handler	1	\$51.52	\$51.52
Domestic Kitchen Range (Includes Hood & Duct Connection)	1	\$51.52	\$51.52
Gas Stove, Gas Fireplace, Gas Log, Or Gas Insert	1	\$51.52	\$51.52
Installation Of Each Fuel Burning Forced-Air Furnace, Burner, Or Unit Heater: Equal To Or Greater Than 400,000 BTU (Does Not Include Duct System)	1	\$51.52	\$51.52
Toilets	3	\$11.38	\$34.14
Sinks	4	\$11.38	\$45.52
Showers (Per Trap)	2	\$11.38	\$22.76

The bottom of the page will show you the total fees.

Tubs	1	\$11.38	\$11.38	
			<b>Total:</b>	\$522.96
<b>+ Valuations</b>				
<b>Valuation</b>	<b>Quantity</b>	<b>Rate</b>	<b>Value</b>	
-Residential garage/carport	640.00	\$15.40 / SQFT	\$9,856.00	
-Deck	100.00	\$15.40 / SQFT	\$1,540.00	
-SFR-1st Floor	2300.00	\$105.66 / SQFT	\$243,018.00	
			<b>Total:</b>	\$254,414.00
<b>Fees</b>				
<b>Fee</b>	<b>Amount</b>	<b>Paid</b>	<b>Balance</b>	<b>Due Now</b>
Planning Residential Land Use Review	\$123.45	\$0.00	\$123.45	\$0.00
WRIA 55 - Permit Exempt Well	\$150.00	\$0.00	\$150.00	\$0.00
Mechanical Inspection	\$386.40	\$0.00	\$386.40	\$0.00
Plumbing Inspection	\$136.56	\$0.00	\$136.56	\$0.00
WRIA 55 WA State DOE Surcharge	\$350.00	\$0.00	\$350.00	\$0.00
Processing, New Construction or Addition	\$138.29	\$0.00	\$138.29	\$0.00
Plumbing Processing	\$27.12	\$0.00	\$27.12	\$0.00
Mechanical SFR Credit	-\$81.35	\$0.00	-\$81.35	\$0.00
Plumbing SFR Credit	-\$81.35	\$0.00	-\$81.35	\$0.00
Plan Review, New Single Family Residence	\$89.70	\$0.00	\$89.70	\$0.00
State Surcharge	\$0.00	\$0.00	\$0.00	\$0.00
Inspection, New Single Family Residence	\$936.88	\$0.00	\$936.88	\$0.00
Mechanical Processing	\$27.12	\$0.00	\$27.12	\$0.00
<b>Total :</b>		\$2,202.82	\$0.00	\$2,202.82
		\$0.00	\$2,202.82	\$0.00

You will also find the typical inspections required for your project and the conditions for the permit.

<b>🔍 Inspections</b>	
The following inspections are commonly requested for a permit of this type.	
	<b>Date</b>
	<b>Status</b>
<b>Footings</b>	
<b>Foundation Wall</b>	
<b>Sub-Slab/Radon</b>	
<b>Framing</b>	
<b>Insulation</b>	
<b>Und Plumbing</b>	
<b>Top Out Plumbing</b>	
<b>Mechanical</b>	
<b>Final</b>	
<b>📄 Conditions</b>	
FOR INSPECTIONS CALL THE BUILDING AND PLANNING DEPT AT (509) 477-3675 OR REQUEST AN INSPECTION ONLINE AT <a href="http://WWW.SPOKANECOUNTY.ORG/PERMITS">WWW.SPOKANECOUNTY.ORG/PERMITS</a> . INSPECTION HOURS ARE 7:30-4:00 MONDAY-THURSDAY, AND 7:30-NOON ON FRIDAY.	
CONTACT THE SPOKANE REGIONAL CLEAN AIR AGENCY AT 477-4727 AND/OR VISIT <a href="http://WWW.SPOKANE.CLEANAIR.ORG">WWW.SPOKANE.CLEANAIR.ORG</a> BEFORE ANY RENOVATION OR DEMOLITION ACTIVITY BEGINS TO ENSURE COMPLIANCE WITH APPLICABLE ASBESTOS REGULATIONS. AN ASBESTOS SURVEY MAY BE REQUIRED.	
IF YOUR CONSTRUCTION PROJECT CUMULATIVELY DISTURBS ONE OR MORE ACRES OF LAND THROUGH CLEARING, GRADING, EXCAVATING, OR STOCKPILING OF FILL MATERIAL, YOU MAY NEED CONSTRUCTION STORMWATER PERMIT COVERAGE FROM THE WASHINGTON STATE DEPARTMENT OF ECOLOGY. THIS APPLIES EVEN IF THE PROJECT IS BEING CONSTRUCTED IN PHASES OF LESS THAN ONE ACRE. SPOKANE COUNTY CANNOT DETERMINE WHETHER PERMIT COVERAGE IS NECESSARY. IT IS YOUR RESPONSIBILITY TO APPLY FOR COVERAGE. FOR DETAILED INFORMATION VISIT <a href="http://WWW.ECY.WA.GOV/PROGRAMS/WQ/STORMWATER/CONSTRUCTION/">HTTP://WWW.ECY.WA.GOV/PROGRAMS/WQ/STORMWATER/CONSTRUCTION/</a> OR CALL 509 329-3610.	

After you submit, if you find that more documents are requested and need to be submitted, log in and go to this page again, click on the “My applications” tab to the right and it will take you to a screen showing all the applications you have submitted.

