



# Relocation Permits (Residential)

# BP-5

Department of Building and Planning

This brochure provides an overview of the requirements related to relocated residential buildings.

Relocation permits are required for buildings being moved to assure that the structure in its new location meets Spokane County standards, that the move will not endanger the health, safety, welfare or property of the general public, and to remove the structure, at its present location, from the Assessor's tax rolls. Relocated structures moved within or into the County must conform to the requirements of the International Residential Code and Chapter 3.09 of the Spokane County Code. In addition, the moving contractor must be licensed and bonded to operate within the county right-of-way. For the requirements to relocate commercial buildings contact department staff.

## What information will be necessary to complete the application?

In order to submit an application for your building permit, the following information needs to be provided:

- Parcel number of the proposed site.
- Legal description of the proposed site.
- *NOTE: This information can be found on your property tax statement or may be obtained from the County Assessor's office.*
- Site plan, on 8-1/2x11 paper. (See Brochure BP-6 Residential Permits)
- Present location, legal description, and use of the building.
- Construction drawings for footings/foundation, floor plans, elevations, cross sections, and required energy code forms.
- A site plan depicting location of the buildings and also including any critical areas, wetlands, streams or other waterbodies, shorelines, etc.

## How long will it take to receive the processed permit?

When a septic system is not involved, your application and plans are complete, and the proposal clearly conforms to the codes and ordinances adopted by Spokane County, the permit may be issued within 2 to 3 days, after review by County staff.

In the case of installation of a septic system or alterations to a septic system, a time frame of 7 to 10 days minimum is necessary to allow review of the sewage disposal system by the Spokane Regional Health District.

## How much will my permit cost?

Fees for processing the permit, providing plan review, land use reviews and inspections for the project shall be charged at the rate specified in department fee schedules. Please refer to the current fee schedule or consult with department staff.

## Will I need other permits in conjunction with my application?

Approvals or permits from other county and state agencies may be required prior to the release of your building permit:

- Many projects require plumbing and mechanical permits in conjunction with the building permit. Both are issued by this department. All three may be issued as a single combination permit or obtained separately.
- If you are installing or altering a septic system, or if your project is such that your septic system may need to be enlarged or relocated, permits are required from the Spokane Regional Health District. (324-1560)
- If sewer is available to your site, a side sewer permit will need to be obtained from the Spokane County Department of Building and Planning. (477-3675)

- Oversized loads, curbscuts, driveway approaches and the construction of curbs and sidewalks need to be reviewed by the Spokane County Division of Engineering and Roads. Permits may be required. (477-3600)
- For oversized loads on state highways, contact the Washington State Department of Transportation. (456-3000)
- Electrical permits for work in unincorporated areas of the county can be obtained from the Washington State Department of Labor and Industries. (324-2600) For connection to the power distribution lines, contact the serving utility.
- You will need to contact the appropriate utility for connections to a public water system.
- Contact Spokane Regional Clean Air Agency (477-4727) for regulations and additional requirements associated with relocating residential buildings.

### **What inspections will be required?**

A pre-relocation inspection is required prior to permit issuance to verify the condition of the structure and to advise you as to what work will need to be done to the structure at its new location to bring it into conformance with current regulations. Dependent upon the nature of the work additional permits and/or fees may be necessary.

All footings and foundations on the site where the building or structure is to be relocated shall be inspected, approved and installed prior to removal of the building or structure from its original site.

All repairs including remodeling, plumbing, and mechanical systems, must be inspected prior to concealing and final approval received when the structure is ready for occupancy.

### **Will the permit expire?**

All relocated structures shall be permanently affixed to the new foundation within 45 days of approval of the foundation. Prior to the release of the permit, you may request, in writing, an extension of the 45 day time, subject to approval by the building official who may attach such conditions as he deems necessary

to any such request. All relocated structures shall be brought into compliance with the findings of the pre-relocation inspection and other requirements within three years of the date of the permit issuance unless otherwise approved by the building official.

### **Other brochures that may be helpful**

- BP-4 Permit Fee Schedule
- BP-12 Foundation Regulations
- BP-17 Driveways
- BP-28 Fire Apparatus Access Road Standards
- BP-38 Woodstove Installations
- BP-51 Application Submittal Requirements for Building Permits
- BP-52 Permit Processing Time Savers

For more information or an appointment contact:  
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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.