



SPOKANE COUNTY

Residential Building Permits

BP-6

Department of Building and Planning

The purpose of this brochure is to provide an overview of what information is necessary to complete your permit application and to answer some common questions related to your residential building permit. Residential construction must conform to standards adopted by Spokane County and the State of Washington, such as the International Residential Code, Uniform Plumbing Code, the Washington State Energy Code, Spokane County Zoning Code and other Land Use regulations. Building sites must conform to applicable regulations governing the division of land. Other local ordinances could impact your project depending upon its specific nature and location. Remodels, additions or repairs to residential structures requires information similar to that for new construction.

When is a permit necessary?

In general you will need a building permit any time you construct a new structure or enlarge, remodel, relocate or demolish an existing structure. Residential accessory buildings such as tool and storage sheds which are a single story and less than 200 square feet in area are exempt from permit requirements. Permits are required to be obtained prior to construction.

What information will be necessary to complete an application for a permit?

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).*
- Street address. (If your property does not have an address, one will be assigned at the time of permit application.)

- ❑ Site plans on 8-1/2 x 11 inch paper are preferred
- ❑ Scale used and a marker showing the direction of north
- ❑ Adjoining street(s) location and names and points of project vehicular ingress/egress, including driveways/access easements.
- ❑ Location and dimension of all property lines.
- ❑ Location, dimension and use of all existing and proposed buildings, structures, parking areas, drainage, landscape areas or other planned site improvements. For all proposed buildings show porches, walks, decks, overhangs, etc.
- ❑ Sidewalks, curbing, stairs, ramps, retaining or other walls, etc.
- ❑ Existing buildings scheduled for demolition or removal.
- ❑ Location, dimensions and type of all public and private easements (i.e., drainage, access, utilities).
- ❑ Setbacks from buildings to property lines, easements and center line of rights-of-way.
- ❑ If the project is located within 250 feet of a body of water regulated by the Shoreline Management Act, the ordinary high water mark needs to be indicated.
- ❑ All water bodies such as lakes, creeks, ponds and wetlands also need to be indicated.
- ❑ Critical Areas buffers & protection.
- ❑ Location of slopes over 20%.
- ❑ Location of any floodplains.
- ❑ Location of proposed or existing sewage disposal system(s), well(s), sewer line(s), and water line(s).
- Construction drawings. For residential projects one set of foundation plans, floor plans, elevations, cross sections, structural details, complete set of truss specifications, beam calculations, footings sized for the loads imposed, mechani-

cal and ventilation form and the WSEC Compliance worksheet. (See Sample Plan brochure and Washington State Energy Code Information Sheet.)

Some unconventional construction not specifically covered by the International Residential Code may require plans stamped by an architect or engineer licensed in the State of Washington. These include bearing wall with studs over 10 feet in height not laterally supported, non-bearing wall with 2x4 studs over 14 feet, 2x6 studs over 20 feet, log homes, earth sheltered homes, large pole buildings etc.

How long will it take to receive the processed permit?

For a new house, 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 5-7 days. For additions, alterations and outbuildings a permit may often be issued the same day after review by county staff. In the case of new construction involving installation of a septic system, or alterations to a septic system, additional days may be necessary to allow review of the sewage disposal system by the Spokane Regional Health District. Homes proposing use of private water wells for domestic water use may be required to provide evidence of legal access to withdraw water from the well via water right issued by the Department of Ecology.

How much will my permit cost?

Fees for all permits are based on Spokane County Building and Planning's "Cost Recovery Fee Methodology".

The Adopted fee schedules reflect the costs to the Department for processing the permit, providing land use review, plan review and inspections for the project. Please refer to the current fee schedules 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 residential projects require plumbing and mechanical permits in conjunction with the building permit. Both are issued by this depart-

ment. 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)
- Work in or around a flood plain, curbcuts, driveway approaches and the construction of curbs and sidewalks needs to be reviewed by the Spokane County Division of Engineering & Roads. Permits may be required. (477-3600)
- Prior to renovation or demolition an asbestos survey must be conducted by an AHERA Building Inspector. A Notice of Intent must also be filed with Spokane Regional Clean Air (477-4727) prior to asbestos removal or demolition.
- Electrical permits for work in unincorporated areas of the county can be obtained from the Washington State Department of Labor and Industries, (324-2640). 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.
- Work in or around critical areas like wetlands, steep slopes or rivers/streams will require review and approval by the Division of Building and Planning (477-3675) and may require review by the Washington State Department of Fish and Wildlife or other agencies.

What inspections will be required?

At a minimum, the following inspections are required by County Code:

- Footings
- Foundation
- Underground Plumbing
- Sub-Slab/Radon
- Rough-in/Top-off plumbing
- Gas Piping
- HVAC Equipment
- Braced Walls
- Framing
- Insulation
- Final

It is the responsibility of the permittee to request

appropriate inspections and provide access to the work. The work needs to remain accessible and exposed for inspection purposes until approved. Failure to request appropriate inspections or covering work prior to approval may necessitate the removal of certain parts of the construction at the owner's expense. Final approval is required prior to use or occupancy of the permitted structure.

When you are ready for any of the listed inspections, please call 477-3675, and give your name, project address, permit number and type of inspection needed.

You can also request an inspection on-line. Just go to <https://sgcportalprod.spokanecounty.org/SGCportalPROD/ApplicationPublic/Application-Home>. If you already have a portal account, just log in. If you don't have a portal account, you can sign up. If you have any questions regarding requesting inspections on line, feel free to call us at (509) 477-3675.

We can usually schedule an inspection within 24 hours.

Under certain circumstances, parts of your project may require inspections from other agencies:

- Road cuts for utilities or drives, State or County Engineer's office, 477-3600.
- On-site waste disposal system, Spokane Regional Health District, 324-1560.
- Construction in a flood plain, Spokane County Division of Engineering and Roads, 477-3600.
- Electrical wiring, Washington State Department of Labor and Industries, 324-2600.
- Sewer and hook-up, Spokane County Division of Utilities, 477-3604.

These agencies should be contacted directly for their particular inspection requirements.

Will the permit expire?

Building permits shall automatically expire and become invalid by limitation of time (3) three years from the date of permit issuance. The Director is authorized within his/her discretion to grant (1) one extension of time, for a period not to exceed 180

days. A request for an extension shall be made by the permit holder in writing and shall be submitted to and received by the Spokane County Building and Planning Department prior to the expiration date of the permit and shall demonstrate just cause for the requested extension.

Other permits not issued in conjunction with the construction or completion of a building or structure shall automatically expire and become invalid by limitation of time 18 months from the date of permit issuance.

Other Brochures that may be helpful

- BP-7 *Sewer Connection Permits*
- BP-17 *Driveways*
- BP-18 *Wildland Urban Interface*
- BP-19 *Erosion and Sediment Control*
- BP-19a *Erosion and Sediment Control Techniques*
- BP-31 *Rules, Regulations, and Red Tape*
- BP-39 *Addressing*
- BP-40 *Information Directory*
- BP-51 *Application Submittal Requirements*
- BP-52 *Permit Processing Time Savers*
- PW-2 *Working Near Surface Water and Wetlands in Spokane County*

For more information or an appointment contact: Spokane County

Department of Building and Planning
1026 West Broadway Avenue
Spokane, WA 99260-0050
(509) 477-3675

<http://www.spokanecounty.org/247/Building-Planning>

FOOTING SIZE CALCULATIONS CALCULATOR:

<http://www.spokanecounty.org/500/Building-Permit-Tips>

MECHANICAL & VENTILATION FORM: Available at <http://www.spokanecounty.org/bp/content.aspx?c=2312>

WSEC ENERGY COMPLIANCE FORMS: <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx#EnergyCodeWorksheets>