



Application Submittal Requirements: Building Permits

BP-51

Department of Building and Planning

In order for an application for a building permit to be considered complete, a completed application form containing the following information, together with other documents and fees, as described below, needs to be submitted:

- A completed application form must:
 - √ Identify and describe the work to be covered by the permit for which the application is being made.
 - √ Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and locate the proposed work.
 - √ Indicate the use or occupancy for which the proposed work is intended.
 - √ State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
 - √ Be signed by the applicant, or the applicant's authorized agent (this occurs on the computer generated application).
 - √ Give such other data and information as may be required by the building official.
- Commercial applications need to be accompanied by two (2) complete sets of plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection and structural observation programs and other data as applicable to the particular project. In addition, commercial applications need to include seven (7) sets of overall site development plan(s) locating the building(s) or

structures on the property and detailing the specifics of the building or structures, landscaping, parking, road approach, stormwater drainage facilities, conditions required by the Zoning Code or other county regulations, conditions imposed during a hearing process or other site improvements being proposed.

- Residential applications require the same information as above, but only one (1) complete set of plans and one (1) site development plan is required.
- Where plans are prepared by Washington State registered design professionals, Spokane County requires that at a minimum the cover sheet of the construction drawings includes the original signed seal of the Architect or Engineer of record for the project. State law may contain additional requirements. Other sheets may also require original seals.
- For those projects not categorically exempt from the State Environmental Protection Act (SEPA), a completed Environmental Checklist is required.
- Where commercial plan review or SEPA fees are required they shall be paid at the time of application submittal.

Reference bulletin BP-6, "Residential Building Permits"; BP-1, "Commercial Building Permits"; and BP-33, "Commercial Site Plans and Construction Drawings" for more detailed information on various plan requirements.

*Some uses such as restaurants may require (3) complete sets.)

Other brochures that may be helpful

- BP-1 *Commercial Permits*
- BP-2 *Demolition Permits*
- BP-3 *Manufactured Home Permits*
- BP-5 *Relocation Permits*
- BP-6 *Residential Building Permits*
- BP-8 *Sign Permits*
- BP-26 *Preapplication Conference Information and Guidelines*
- BP-29 *Public Assemblies*
- BP-31 *Rules, Regulations and Red Tape*
- BP-33 *Site Plans and Construction Drawings*
- BP-40 *Information Directory*
- BP-41 *Espresso*
- BP-46 *Grading and Parking Lot Requirements*
- BP-46a *Typical Grading Permits*
- BP-47 *Speculative Buildings*
- BP-53 *Project Planning Checklist*

For more information or an appointment contact:

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