



PERMIT PROCESSING TIME SAVERS

BP-52

Department of Building and Planning

Help us help you save time in processing your application. We'll make every effort to assure your project receives an equitable and timely review, but we need your help to do so. All too often, project applications are not processed as quickly as desired due to:

PLANS

- Incomplete plans, particularly construction details as prescribed by the International Code(s).
- Incomplete information on plans to be reviewed by other County Departments (drainage, land-scaping, allocation of floor area usage, parking spaces, omitting calculations or elevations and/or swale cross sections on drainage/208 plans).
- When required, the seal of the design professional is missing.
- Requirements outlined during a preapplication conference have not been incorporated into appropriate plans.
- An inadequate description of uses both within existing buildings located on the site and in any proposed structures.
- A lack of identification of correct building construction type.
- Inconsistent plans: drainage and landscape plans that do not match for example.
- Construction or site plan changes initiated by the applicant or their agent, which bring new requirements into play.
- Accessibility issues that are not addressed.
- Plan review corrections that are not responded to in a timely or comprehensive fashion.
- Failure to submit all revised plans and documents to the Department of Building and Planning for coordination and circulation.

SEPA

- SEPA checklists that do not adequately and completely describe a proposal.
- Those permits subject to the State Environmental Policy Act/Notice of Application requirements need to factor in a minimum three week comment period. So be sure and include ample times for processing a permit in your project planning.

OTHER

- Improper or incomplete legal description(s) or site plans with missing information.
- Special inspection contracts not completed.
- Other processes—zone changes, variances, etc. that need to be completed prior to permit issuance.
- Not allowing adequate time for review, e.g., "Can I get my permit tomorrow?" Historically, new residential permits **average** two weeks and commercial permits a month from formal submission of a complete application to issuance—some do take longer, depending upon the completeness of the submittal, the scope of the project, public comment periods and staff workloads.

Before you submit, please review your plans to make sure the above have been addressed. If they have, it will help us get your project going sooner.

Other brochures that may be helpful

BP-1 *Commercial Permits Requirements*

BP-33 *Site Plans and Construction Drawings*

BP-40 *Information Directory*

BP-51 *Application Submittal requirements for Building Permits*

**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.