



Project Planning Checklist

BP-53

Department of Building and Planning

Given the myriad of regulations affecting development and the permit issuance process, it has become increasingly difficult for applicants to anticipate all the review parameters for permit applications. In an effort to aid in determining what information needs to be considered and incorporated into site and construction plans, the checklist on the following pages has been developed. Please note that this is a “working” checklist and is subject to change from time to time.

When an application for a permit is received, a review is conducted to determine conformance with numerous regulations. This checklist is intended to provide you, the applicant, with an overview of the regulatory requirements in the specified areas; it is not intended to be all-inclusive nor serve as a substitute

for the codes, ordinances and policies affecting project review. The main categories are those areas considered during permit review. The sub-categories provide further definition of the areas of concern or resource information.

The divisions, departments or agencies listed are for reference only. Other agencies may have input into your proposal. Brochures are available in the Permit Center discussing some of the subjects outlined in this brochure. Additional information is available at www.spokanecounty.org/bp. Many of the ordinances listed are available at the Department of Building and Planning. For a listing of agency addresses and phone numbers see Brochure B-40.



Property Information

- Legal description
 - Property deed
 - Title report
- Tax parcel information
 - Assessor's tax statement
- Owner/occupant information
- Site address (Brochure BP-39)
 - Department of Building and Planning
- Within an incorporated city?
 - Verify with appropriate town or city

Scope of Project

- Construction Plans
 - Brochures BP-1, BP-6, BP-33 & BP-51
- Site plans
 - Brochure BP-33

Application (Brochure BP-51)

- Review for completeness
- Owner/applicant/contact
- Description of work
- Site plan

Construction Information

- Plans
 - Floor plans
 - Typical elevations
 - Cross-section
 - Structural details & specifications
- Contractor information

Files

- Address/Permit File
 - Department of Building and Planning
- Land Use – zone change, conditional use, variance, etc.
 - Department of Building and Planning

Site

- Setbacks -required
 - Department of Building and Planning
- Property size
 - Department of Building and Planning – required
 - County Assessor – actual
- Well location
 - Spokane Regional Health District
 - WA State Dept. of Ecology
- Septic system location
 - Spokane Regional Health District
 - WA State Dept. of Health (large or public systems)

- Easements
 - Recorded plat, title report, deed etc.
- Topography
 - USGS maps
 - Division of Engineering & Roads
- Drainage/swales
 - Recorded plat
 - Stormwater Guidelines
 - Division of Engineering & Roads
 - Division of Utilities – Stormwater section
- Shorelines
 - Department of Building and Planning
 - WA State Dept. of Ecology
- Wetlands
 - Critical Areas Ordinance
 - Department of Building and Planning
- Slope
- Streams, creeks & lakes
- General site location
- Driveway location

Land Use/Zoning (County Zoning Code)

- Use
- Structure size
- Structure height
- Setbacks
- Parking
- Landscaping
- Development standards/special conditions
- Special – Forestry & Agricultural Areas
- Airport Overlay Zone

Sewage Disposal

- Septic system
 - Spokane Regional Health District
- Sewer – public/private
 - Division of Utilities
 - Liberty Lake Water & Sewer District
 - City of Spokane
- Location – within PSSA (Priority Sewer Service Area)
 - Division of Utilities

Water Service

- Liberty Lake or City of Spokane
- Private water system
 - WA State Department of Health
- Private well
 - Spokane Regional Health District
- Public system
 - Local water district

Access (Brochures BP-17, BP-2, E-3, & E-4)

- Recorded easement
- Private driveway location
 - Division of Engineering and Roads
- Private road
 - Division of Engineering and Roads
- Fire apparatus road/driveways
 - Department of Building and Planning
- Road approach to public right of way
 - Division of Engineering and Roads
 - WA State Dept. of Transportation

Subdivision (Subdivision Ordinance)

- Department of Building and Planning
- Exempt division of land
- Short plat
- Plat/large lot
- Binding Site Plan
- Planned Unit Development (PUD) overlay
- Special conditions
- Water District approval
 - Serving water district
- Fire District approval
 - Local fire district

Critical Areas (Critical Area Ordinance)

- Wetlands
 - Department of Building and Planning
 - WA State Dept. of Ecology
 - US Corps of Engineers
- Steep slopes
 - Department of Building and Planning
- Seasonal streams
 - Department of Building and Planning
 - WA State Dept. of Fish and Wildlife
- Erodible soils
 - Department of Building and Planning
- Wildlife habitat/riparian areas
 - Department of Building and Planning
 - WA State Dept. of Fish and Wildlife
- Critical Aquifer Recharge Areas

Shorelines

- Department of Building and Planning
- Setbacks – ordinary high water mark
- Riparian area
- Value of improvement
- Structure height

Special Districts

- Flood plain (Brochure E-10)
 - Division of Engineering & Roads
 - Chapter 3.20 of Spokane County Code

- Stormwater basin
 - Division of Utilities – Stormwater Section
- Timber harvest moratorium (Brochure BP-50)
 - Department of Building and Planning
 - WA State Dept. of Natural Resources

Environmental – SEPA (Brochure BP-49)

- See “Lead Agency”
- WA State Dept. of Ecology
- Review type of activity for exemption
- Review existing SEPA documents
- SEPA checklist

Site Drainage

- Large tract drainage
 - WA State Dept. of Ecology
- Individual lot drainage
 - Division of Engineering and Roads
 - Division of Utilities – Stormwater Section
 - Stormwater Guidelines
 - Plat condition
- Erosion Sediment Control

Other Brochures that may be helpful

- BP-01 Commercial Permits
- 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:

Spokane County Dept. of Building and Planning
1026 W. Broadway Ave., Spokane, WA 99260
(509) 477-3675 bp@spokanecounty.org
<http://www.spokanecounty.org/bp>

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.