



RESIDENTIAL BUILDING PERMITS

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 Garfield County and the State of Washington, such as the International Residential Code, Uniform Plumbing Code, the Washington State Energy Code, Garfield 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 and repairs to residential structures require 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. A residential accessory building such as tool and storage sheds that 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/road 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 200 feet of a body of water regulated by the Shoreline Management Act, the ordinary high water mark needs to be indicated. (SFR have 100 foot setbacks from Shorelines)
- All water bodies such as lakes, creeks, ponds and wetlands also need to be indicated
- Critical Areas buffers & protection
- Location of slopes over 30%
- 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 and structural details are usually sufficient. (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 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, if your application and plans are complete, and the proposal clearly conforms to the codes and ordinances adopted by Columbia County, the permit may be issued within 2–3 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 an existing septic system, a minimum time frame of 7—10 days is necessary to allow review of the sewage disposal system by the Columbia County Public Health Department.

How much will my permit cost?

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. These permits are also issued by Columbia County. 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 Columbia County Public Health Department ((509) 843-3412).
- 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 Ecology Eastern Regional Office ((509) 329-3400 prior to asbestos removal or demolition.
- Electrical permits for work in the county can be obtained from the Washington State Department of Labor and Industries—(509) 735-0100. For connection to the power distribution lines, contact the serving utility.
- Work in or around critical areas like wetlands, steep slopes or rivers/streams will require review and approval by the Planning and Building Department (509) 843-1301. Permit application 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
- Rough-in/Top-off plumbing
- HVAC Equipment
- Framing
- Insulation
- Sheet rock
- 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 (509) 382-4676, and give your name, project address, permit number and type of inspection needed. 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 (509) 843-1301

- Electrical wiring, Washington State Department of Labor and Industries (509)-735-0100

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 one (1) year 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 three (3) years. A request for an extension shall be made by the permit holder in writing and shall be submitted to and received by the Garfield 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 one (1) year from the date of permit issuance.

For more information or an appointment contact:

Garfield County
Planning & Building Department
300 S. 19th Street
Pomeroy, WA 99347
(509) 843-1301
www.co.garfield.wa.us