



OKANOGAN COUNTY BUILDING DEPARTMENT

DAN HIGBEE, BUILDING OFFICIAL

123 NORTH 5TH - SUITE #115

OKANOGAN, WA 98840

(509) 422-7110 FAX (509) 422-7220

BUILDING PERMIT PROCEDURE

**PLEASE READ CAREFULLY AND FILL OUT COMPLETELY TO ASSURE
QUICK AND ACCURATE SERVICE**

The Building Department is a separate department from Planning Department & Public Health

- Contact** the Building Department for building construction issues (509) 422-7110
- Contact** the Planning Department for land use issues & 911 Addressing (509) 422-7160
- Contact** the Public Health Department water and septic issues (509) 422-7140

APPLICATION PROCEDURE

- Submit** a COMPLETE application.
- Provide** two (2) sets of building plans – ¼ scale with complete construction details
- Provide** site information (flat site or slope with elevations)
- Pay** permit fees (**fees will be figured at the time of application submission**)
- Provide** Site Analysis approval from the Planning Department
- Provide** Water Adequacy approval from Public Health *if required*
- Provide** Septic approval from Public Health *if required*

ISSUANCE PROCEDURE

- Permit** may only be issued after the above steps have been completed.
- Staff** will call when permit is ready to be issued (**Allow two weeks minimum**)
- Permit** may be picked up or sent (Priority Postage fees may apply)

INSPECTIONS/PLAN CHANGES

- Any** change or revisions to approved plans after permit is issued requires prior approval before construction can continue.
- Call** for inspections **24 hours in advance minimum** for an inspection appropriate to your area. (**Methow Valley** – Weds & Fri **Central/South Valley** – Mon – Fri **North Valley**- Tues & Thurs) **It is the responsibility of owner/contractor to call for required inspections.**
- Have** approved plans and permit on-site
- Provide** safe and appropriate access to site
- Provide** Permit #, Name on Permit & Contact Information at the time of inspection request.
- Temporary** or Final inspection must be completed **before** occupying.

IMPORTANT INFORMATION – PLEASE READ

PERMIT ISSUANCE/INSPECTIONS/OCCUPANCY 2012 INTERNATIONAL BUILDING AND INTERNATIONAL RESIDENTIAL CODE

Permit Applications shall remain valid for a period of not more than one (1) year from date received. *Applications exceeding 1 year from the date of filing will not be extended.*

R105.3.1- Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefor as soon as practicable.

It shall be the duty of the person doing the work authorized by a permit to notify the building department that such work is ready for inspection.

The building department requires that every inspection be requested at least 24 hours before such inspection is desired.

It shall be the duty of the person requesting any inspection to provide access to and means for inspection of such work.

No work is to be done on any part of the building or structure beyond the point indicated in each successive inspections without first obtaining the approval of the building inspector. Such approval will be given only after an inspection has been made of each successive step in the construction.

Changes in the character or use of a building shall not be made without approval by the building official.

R110.1- Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

Exceptions:

1. Certificates of occupancy are not required for work exempt from permits under Section R105.2.
2. Accessory buildings or structures.

Permit Renewals (Effective 3/4/97 by motion of Okanogan County Commissioners):

The Okanogan County Building Department will allow a permit to stay active for eighteen (18) months after issuance. If the project cannot be finished in 18 months the applicant must apply in writing for another six month extension for a fee of \$100, if the project is still not complete within that six month extension the applicant must renew the permit by applying in writing for a one year extension and 1/2 the original permit fee will be due, after those initial extensions have expired the permit will expire and a new permit will be required. This will give the applicant three years to complete the project. If the project cannot be completed within three years, a new completed permit application and fees must be submitted.

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123 North 5th- Rm #115
Okanogan, WA 98840

PERMIT APPLICATION

Phone: (509) 422-7110
Fax: (509) 422-7220

Did you receive a letter regarding building without a permit? YES No

Process #: _____
Rec'vd By: _____

Home Owner Information

Licensed Contractor Information

PLEASE FILL OUT COMPLETELY

Name:

Name/Company:

Address:

Business Address:

City: State: Zip Code:

Phone # Cell #

Phone#:

Email:

Email:

License #:

OWNER/BUILDER INFORMATION

I certify that I, as owner/builder am exempt from the requirements of the state contractor's registration law, under RCW 18.27.090. I have read, understand and will comply with the terms of the Building Permit.

Property Owner Signature: _____

CONTACT INFORMATION

Name: Phone #:

Invoice Fees To: Will Pick Up Send Permit **Postage Fees Apply**

PROPERTY INFORMATION

Parcel # : _____

Physical Address: City:

BUILDING INFORMATION

FOR OFFICE USE ONLY

Property Use Valuation: \$ Contractor Bid: \$

Residential Non-Residential Cannabis Facility

TYPE OF CONSTRUCTION

- House (SFD) 60 Day Cabin Modular/FND Yurt Garage w/Living Space
- Garage Carport Storage Shop Barn Deck
- Repair Addition Remodel Move Pool Stove
- Fire Sprinkler/Alarm System Foundation Mech/Plumbing Renewal of Permit _____
- Other (Specify) _____

PROJECT INFORMATION

Does this structure replace a former Building? Yes No

Type of Structure: Log Stick Pole Straw Masonry Other _____

of Bedrooms _____ # of Stories _____ # of Baths _____

Building Dimensions of all new construction (All floors including basement)

_____ X _____ = _____	SQ Ft Basement
_____ X _____ = _____	SQ Ft 1 st Floor
_____ X _____ = _____	SQ Ft 2 nd Floor
_____ X _____ = _____	SQ Ft Gar/Carport
_____ X _____ = _____	SQ Ft Other/Decks

Total SQ Footage _____

Heat Source

- Furnace
- Electric
- Heat Pump
- Propane
- Wood
- Other _____

I hereby apply for a Plan Review and Building Permit. I have read all application materials. Two sets of Complete Plans accompany this application. The above information is true and correct to the best of my knowledge.

➤ Signature _____

➤ Date _____

THIS SIDE FOR OFFICE USE ONLY

Approvals Needed	Application Activity	Occupancy
Septic Yes <input type="checkbox"/> No <input type="checkbox"/>	Application Taken By	Occ. Classification
Water Yes <input type="checkbox"/> No <input type="checkbox"/>	Plans Reviewed By	Type of Construction
Planning Yes <input type="checkbox"/> No <input type="checkbox"/>	Fees Figured By	Maximum Occ.

BUILDING DEPARTMENT APPROVAL INFORMATION

Plan Review Sign Off _____ *Date* _____

Comments/Conditions _____

	Addition/Adding Bedroom?
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<i>*Total Bedrooms on-site</i>

Special Instructions _____

HEALTH APPROVAL

Date	Septic	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit #:	# of Bedrooms
_____	_____	_____	_____	_____
Date	Water	Yes <input type="checkbox"/> No <input type="checkbox"/>	Adequacy #:	Historically Est. <input type="checkbox"/>
_____	_____	_____	_____	_____
Date	60 Day Occ	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit #:	Privy <input type="checkbox"/> Septic <input type="checkbox"/>
_____	_____	_____	_____	_____

(1) *Phone Approval By:* _____ *Date:* _____ *Received By:* _____

(2) *Phone Approval By:* _____ *Date:* _____ *Received By:* _____

Conditions of Approval: _____

FEES INVOICE

PERMIT FEES DUE	FEES PAID	ADDITIONAL FEES
PLAN REVIEW (NON-REFUNDABLE) \$	AMT PD DATE	
PERMIT FEE \$	RECEIPT # CHK #	
STATE FEE (\$4.50) \$		
POSTAGE/OTHER \$	AMT PD DATE	
TOTAL FEES \$	RECEIPT # CHK #	
	AMT PD DATE	
	RECEIPT # CHK #	
	AMT PD DATE	
	RECEIPT # CHK #	

******* HOW TO GET TO THE BUILDING SITE *******

Directions to the site: _____

Use the space below to provide a detailed drawing showing to get to the location of your building project. Show all roads and road names leading to the project. Show mileage. Start from closest town.



A large empty rectangular box for drawing directions, with a north arrow in the top right corner.

Items To Include On Your Construction Plans

Plans Must Be Drawn To Scale And Legible (1/4" = 1')

- **Foundations**
 - Footings – show depth, width, rebar * Walls- width, height, rebar * Slabs- residential/radon requirements * Piers- depth, width, height, rebar * Anchor Bolt- placement, size * Framing Anchors- size, placement * Crawlspace- ventilation, access * Ground Cover- 6 mil black plastic required * Pressure Treated Sill Plate- size
- **Floors**
 - Support Beam- show size, spacing, spans, grade & species * Pony Walls- height, size, spacing * Joists- size, spacing, spans, species, grade * Floor Sheathing- size, material
- **Walls**
 - Studs- show size, spacing, height, species, grade * Shearwalls- location, nailing * Exterior Sheathing- size, material * House Wrap- type * Siding – type * Wall Bracing- details, nailing * Headers- door, window, size, span
- **Roofs**
 - Ceiling Joist- show size spacing, spans * Rafters- detail, spacing, trusses, stick frame * Bearing- locations, points * Slopes- pitch * Sheathing- size, material * Attic- ventilation * Ridge, Valley, Hip- board size, beam * Roofing- type
- **Load Bearing Points**
 - Attachment- show connections * Hangars & Brackets- types * Glulam Heavy Beams Logs- size, spacing, span, grade, species
- **Floor Plans**
 - Door/Window- show placement, size * Bedrooms- smoke alarms, egress windows * Rooms- size, type (kitchen, bedroom, living room, etc) * Room Ceiling Heights- minimum 7 ft, minimum 6' 8" above bathroom fixtures * Locations Of- wood stoves, propane stoves, HVAC, water heater, appliances, plumbing fixtures * Ceiling- access * Stairs- location, cross section, rise, run, headroom, width, handrails, guard rails, height, spacing
- **Insulation**
 - Show - Walls, Ceiling, Floor, Slabs, R-values
- **Elevations Of Structure**
 - Show- North, South, East & West
- **Engineered & Architect Plans**
 - Provide- calculations, each page stamped & signed
- **Pole Buildings**
 - Post size- spacing, depth in around, diameter of hole – Truss spacing and attachment – Purlin & gurt size & spacing
- **Remodel**
 - Distinguish- new from existing

All changes or revisions to approved plans must be approved **PRIOR** to construction