



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

THE OKANOGAN COUNTY BUILDING DEPARTMENT WILL NOT PROCESS
INCOMPLETE APPLICATIONS

OR

START THE PLAN REVIEW PRIOR TO THE PLAN CHECK FEE BEING PAID

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

APPLICATION PROCEDURE

- **Submit** a COMPLETE application; incomplete applications will be returned.
- **Provide** two (2) sets of building plans – ¼" scale with complete construction details
- **Provide** site information (flat site or slope with elevations)
- **Pay** the permit fees (**fees will be figured at submission- PLAN REVIEW FEE must be paid before review will begin.**)
- **Provide** Site Analysis approval from the Planning Department. **Water availability** approval *if required*
- **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 issue or has been issued

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.
- **Provide** Permit #, Name on Permit & Contact Information at the time of inspection request- **A CARD** is provided in your permit package to take with you for off-site inspection requests or questions regarding your permit.
- **Provide** safe and appropriate access to site
- **Have** approved plans and permit on-site or **inspection will not be completed**
- **Temporary** or Final inspection must be completed ***before*** occupying.

IMPORTANT INFORMATION – PLEASE READ

PERMIT ISSUANCE/INSPECTIONS/OCCUPANCY 2015 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 inspection 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.

Plan Retention – The Building Official must retain a set of approved plans for no less than 180 days upon completion for residential construction. Upon the 180 days of retention, the Okanogan County Building Department will hold the plans an additional 30 days from date of completion. Plans not picked up or requested to be sent will be destroyed at the end of that 30 period.

OKANOGAN COUNTY BUILDING DEPARTMENT

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

PERMIT APPLICATION

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

Process #: _____
Rec'd 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 Priority Postage Fees Apply Approx. \$6.95 to \$7.71

PROPERTY INFORMATION

Parcel # : _____

Physical Address: _____ City: _____

BUILDING INFORMATION

Property Use	FOR OFFICE USE ONLY
Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Cannabis Facility <input type="checkbox"/>	Valuation: \$ _____ Contractor Bid: \$ _____
TYPE OF CONSTRUCTION	
<input type="checkbox"/> House (SFD) <input type="checkbox"/> 60 Day Cabin <input type="checkbox"/> Modular/FND <input type="checkbox"/> Yurt <input type="checkbox"/> Garage w/Living Space <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Storage <input type="checkbox"/> Shop <input type="checkbox"/> Barn <input type="checkbox"/> Deck <input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Move <input type="checkbox"/> Pool <input type="checkbox"/> Stove <input type="checkbox"/> Fire Sprinkler/Alarm System <input type="checkbox"/> Foundation <input type="checkbox"/> Mech/Plumbing <input type="checkbox"/> Renewal of Permit _____ <input type="checkbox"/> 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
<input type="checkbox"/> Furnace
<input type="checkbox"/> Electric
<input type="checkbox"/> Heat Pump
<input type="checkbox"/> Propane
<input type="checkbox"/> Wood
<input type="checkbox"/> 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: _____

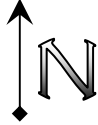
FEES INVOICE

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

*******HOW DO WE GET TO THE PROPERTY*******

Written Directions to Property: _____

PLEASE DRAW A MAP TO PROPERTY SITE- START WITH THE NEAREST TOWN AND SHOW SIDE ROADS IN THE VICINITY.



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