



CITY OF OKANOGAN BUILDING DEPARTMENT PERMIT APPLICATION FORM

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE
SPACES BELOW. DEFINITIONS NEEDED FOR APPLICATION
BEGIN ON PAGE 6 OF THIS PACKET

AGENCY USE ONLY

Date received:

Agency reference #: _____

Part 1–Project Identification

1a. Project Name (Not required; a name for your project that you create. Examples: Smith’s House or North Addition)

1b. Type of Permit Sought: ☐ Building ☐ Plumbing ☐ Mechanical ☐ Fire ☐ Sign ☐ Grading
☐ Other:

1c. Prior approvals; please list all relevant permits and/or approvals and the issuing agency:

Part 2–Applicant

The person and/or organization responsible for coordinating project review and permit issuance.

2a. Name (If applicable)

2b. Organization (If applicable)

2c. Mailing Address (Street or PO Box)

2d. City, State, Zip

2e. Primary Contact Phone (1)

2f. Phone (2)

2g. Fax

2h. E-mail

Part 3–Permit Holder

☐ Same as applicant. (Skip to Part 4.) This name will appear as the Permit Holder on the face of the permit; the person and/or organization who has primary responsibility for project inspections.

3a. Name (If applicable)

3b. Organization (If applicable)

3c. Mailing Address (Street or PO Box)

3d. City, State, Zip

3e. Primary Contact Phone (1)

3f. Phone (2)

3g. Fax

3h. E-mail

Part 4–Property Owner(s)

☐ Same as applicant. (**Skip to Part 5.**) Contact information for person(s) or organization owning the property on which the project will occur.

4a. Name of Record Owner**4b. Organization (If applicable)****4c. Mailing Address (Street or PO Box)****4d. City, State, Zip****4e. Primary Contact Phone (1)****4f. Phone (2)****4g. Fax****4h. E-mail****Part 5–Prime Contractor Information**

☐ Check if owner. (The Owner will be required to sign a declaration on the face of the permit acknowledging WA L&I's restrictions) Contact information for the individual or firm who will be primarily organizing and/or performing the work under the permit sought.

5a. Name of the Firm:**5b. Name of Contact Individual:****5c. WA Contractor's Registration Number of the Firm:****5d. Mailing Address (Street or PO Box)****5e. City, State, Zip****5f. Primary Contact Phone (1)****5g. Phone (2)****5h. Fax****5i. E-mail****Part 6–Design Professional in Responsible Charge**

Contact information for the individual who is responsible for the preparation and organization of all the construction documents and plans, including those prepared by others. Several types of projects do require this person to be a registered architect or engineer or hold a certificate of competency.

6a. Name of the Individual:**6b. Name of Firm:****6c. WA Registration Number:****6d. Mailing Address (Street or PO Box)****6e. City, State, Zip**

6f. Primary Contact Phone (1)	6g. Phone (2)	6h. Fax	6i. E-mail

6j. Will there be differed documents submittals? ☐ Yes ☐ No; if yes, list a description below and include estimated submittal date and/or phase of project.

6k. Will the work require special inspection? ☐ Yes ☐ No; if yes, list a description and the proposed firm/individual. For all non-WABO listed firms/individuals, attach credentials.

Part 7–Project Location

Identifying information about the property where the project will occur.

7a. Street Address (Cannot be a PO Box. If there is no address, provide a description of the location.)
7b. Assessor's Tax Parcel No. (a 10-digit number assigned by the County Assessor's Office)
7c. Property Description (abbreviated is acceptable): ☐ Deed with Legal Description is attached.
7d. Property Size:
7e. Is any part of the property subject to an easement or deed restriction? ☐ Yes ☐ No ☐ Don't know; If yes, show on site plan and provide description. If don't know, seek assistance
7f. Does the property hold an appurtenance easement/deed restriction on an adjoining property? ☐ Yes ☐ No ☐ Don't know; If yes, show on site plan and provide description. If don't know, seek assistance

Part 8–Project Location Designations & Existing Conditions

Identifying designations and existing conditions about the property where the project will occur.

8a. State the zoning district and overlay designation (if applicable) of the project location.
8b. Is the project location adjacent to, or within 200' of any waterbodies? ☐ Yes ☐ No ☐ Don't know; If yes, show location and distances on site plan, list waterbodies below, and attach a completed JARPA Form. If don't know, seek assistance. Waterbodies:
8c. Is any part of the project area within 300' of a critical area? NOTE: All parts of the city are within the aquifer recharge area; all work is subject to the provision of the Eastern Washington Storm-water Manual . ☐ Yes ☐ No ☐ Don't know; if yes, show on site plan and attach a complete JARPA Form, if don't know, seek assistance
Critical Areas
100-year floodplain? ☐ Yes ☐ No ☐ Don't know; if yes, show on site plan. If don't know, seek assistance
Wetland? ☐ Yes ☐ No ☐ Don't know; if yes, show on site plan, if don't know, seek assistance
Steep Slope (greater than 30%)? ☐ Yes ☐ No ☐ Don't know; if yes, show on site plan, if don't know, seek assistance
Other Critical Area Not Listed Above:
8d. Briefly describe how the property is currently used (list all uses and activities), this should also be shown on site plan.
8e. If applicable and part of the project, describe how the existing structure or building is currently used.
8f. Is there any existing fill on the project site or property? ☐ Yes ☐ No ☐ Don't know; if yes, describe here and show on site plan, if don't know, seek assistance.

Part 9–Project Description & Scope of Work for which the Permit is sought

9a. Briefly summarize the overall project (if portions are factory assembled structures e.g., a manufactured home or wood stove; include name of manufacture and date) Attach additional sheet if needed.

9b. Describe the purpose of the project and the intended use of the finished work.

9c. Describe the size, number of stories and height of the finished structure.

9d. State the proposed setbacks from the property lines of the finished structure:

Front:

Rear:

Side:

Side St:

9e. Describe the size and scope of the total area of ground that will be disturbed in the conduction of the project. Show on site plan and include finished proposed impervious surfaces, semi-pervious surfaces and pervious surfaces together with area calculations.

9f. State the proposed setbacks from the property lines of the disturbed area:

Front:

Rear:

Side:

Side St:

9g. For all excavating or grading activities identified in 9e, describe the type and amount of material you will remove, and where the material will be disposed.

9h. For all excavating or grading activities identified in 9e, describe the extent that drainages will be affected and method(s) of controlling erosion.

9i. Indicate the project use category. (Check all that apply)

☐ Commercial Service/Heavy ☐ Commercial Retail ☐ Commercial Office ☐ Single Family Residential
☐ Multi-family Residential ☐ Institutional ☐ Transportation ☐ Recreational ☐ Industrial ☐ Public ☐ Accessory
☐ Other:

9j. Indicate the project work category. (Check all that apply)

☐ New Construction ☐ Addition ☐ Remodel/Alteration ☐ Change of Occupancy/Use ☐ Demolition ☐ Maintenance/Repair
☐ Earthwork/Grading ☐ Other:

9k. If applicable, state the proposed type of construction, occupancy classification and occupant load(s).

9l. If applicable, state the fire flow requirements of the proposed building and the distance to the closest dedicated fire hydrant(s) providing adequate water for fire-fighting purposes.

9m. Will the project require changes to city services and/or right-of-ways?

Services	Potable Water Service: ☐ Yes ☐ No; if yes, attach Water Service Application
	Fire Suppression Water Service: ☐ Yes ☐ No; if yes, attach Water Service Application
	Sewer: ☐ Yes ☐ No; if yes, attach Sewer Service Application
	Storm-water: ☐ Yes ☐ No; if yes, show on site plan.
	Street Access: ☐ Yes ☐ No; if yes, show on site plan.

Will any work be performed in/over/under a right-of-way ☐ Yes ☐ No; if yes, show on site plan and attach [Right-of-Way Entry Application](#).

9n. Will the project require any temporary buildings or structures? NOTE: After primary permit issuance; permits for temporary buildings and structures require a new application.

☐ Yes ☐ No; if yes, describe and show on site plan: _____

9o. What are the anticipated start and end dates for project construction? (Month/Year) If the project will be constructed in phases or stages, please list the start and end dates of each phase or stage.

Start date: _____ End date: _____ ☐ See Attachment

9p. Please provide an estimated fair market value of the project, including materials, labor, machine rentals, etc.

Part 10—Authorizing Signatures

Signatures are required before submitting the permit application form.

10a. Applicant Signature (required)

I hereby apply for a permit to perform the work described hereon and acknowledge that I have read this application; and

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I understand that incomplete, inaccurate, or later changes may cause issued permits and/or approvals to become null and void.

I agree to pay the appropriate fees and have accompanied this application with at least two sets of complete plans and specifications indicating with clarity the entire scope of the proposed work and how it complies with code and relevant laws and ordinances; and

I state that I have the authority to grant access to the property and I understand that it is my responsibility to coordinate pre-issuance inspections and grant consent to the permitting agencies entering the property where the project is to be located to inspect the project site or any work related to the project at reasonable times.

Applicant Printed Name	Applicant Signature	Date
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10b. Property Owner Signature (required)

I hereby authorize this application and grant the Applicant the authority to carry out the filing and reviewing activities. I also grant the Permit Holder the authority to carry out these proposed activities on my property.

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur during normal business hours and, if practical, with prior notice to the Permit Holder.

Property Owner Printed Name	Property Owner Signature	Date
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18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

PERMIT APPLICATION DEFINITIONS

The purpose of these definitions is to provide applicants with an explanation in general of each item on the application. The questions asked in the application form are to trigger certain review items. Experience has shown that the earlier these items are reviewed the fewer problems and costs are experienced by the applicant. If any item is unclear, please ask us to provide more information or if you feel that the form or explanation could be better, please let us know.

Type of permits - Generally, all the construction permits are applied for with the initial application, note that a separate application will be required for each separate building. With larger projects or drawn-out projects different permits are pulled at different times and by different people. Be advised that the Owner is ultimately responsible for ensuring that all applicable permits are secured.

Existing permits - As noted above, an example would be pulling the plumbing permit for the work on an existing building permit. Or this may include work on property that is subject to an existing land use permit, e.g., conditional use, shoreline, floodplain, variance.

Applicant - This party will be the permit holder and typically pays the fees and is responsible for calling for and securing the inspections.

Owner - The owner of the real property on which the work is performed, or the Taxpayer of Record as known by the [Assessor's Office](#). This name and address will appear on the subsequent Certificate of Occupancy for the use of the building.

Owner's Authorized Agent/Architect/Engineer/Individual of Record - This is the one person who is responsible for all construction documents for the entire project to include work done by others and differed documents. The person may be required by State Law to be a design professional. See 106.3.4 IBC.

Builder - The company name of the registered contractor who will be performing the permitted work. Owners of the property may perform the work and not be a licensed contractor, however we will need certification by declaration (signature) by the owner on the face of the permit. See RCW [18.27.110](#) & [51.12.070](#). Some types of work; fire protection sprinkler system and manufactured home installer require special certifications, see RCW [18.160.070](#) & [43.22A.120](#)

Street Address – e.g., 123 Main St., if the work is a specific room, please list room number. The following information can be found on your tax statement.

Parcel No. - A 10-digit number. If you need assistance contact the [Assessor's Office](#). See RCW [19.27.095](#)

Short Legal - This is the description of the entire development unit. e.g., Lots 1 & 2, Block 5, Great View Addition or Tax 101 part of the NE SE. See RCW [19.27.095](#)

Easements - Note the type and location. This should also be shown on the site plan.

Lot size - This is the area of the development unit and may be given by dimensions or square footage or acreage. This should also be shown on the site plan.

Lot coverage - This is a percentage of the development unit that will be covered by buildings. This may also include the percentage covered with imperious surfaces. This should also be shown on the site plan.

Shoreline - See the Shoreline Master Program Map. Additional regulations may apply. A Joint Aquatic Resource Permits Application ([JARPA](#)) may also need to be filed.

OHWM - "Ordinary High Water Mark" means the visible line on the banks where the presence and action of waters are so common as to leave a mark upon the soil or vegetation. The set back is measured in the horizontal plane. This mark needs to be indicated on the project site plan when applicable.

Floodplain - See [FEMA FIRM](#) Map. Additional regulations may apply. A Joint Aquatic Resource Permits Application ([JARPA](#)) may need to be filed.

Zoning District - See Zoning Map. Additional regulations may apply. Each district regulates use of property, set-backs, building heights, densities and lot coverage.

Set-backs - This is the distance from the closest projection to the property lines of the development unit and should clearly be shown on the site plan. Owners are responsible to know where their property lines are in relationship to all proposed work. Proof of such may be required in the manner of a survey and/or marking of the lines.

Description of work - Describe the scope of the proposed work; e.g., the construction of a new 3 bedroom home and attached garage, the complete remodel of the front office, the installation of a manufactured home, the installation of a wood stove, install 25 plumbing fixtures in a building, etc.

Use(s) - Describe the primary uses of the building. e.g., single family dwelling, private carport, grocery store, dentist office, auto repair shop. Consult zoning use charts.

Occupancy group(s) - See Chapter 3 IBC. Single family dwellings are "R-3". Utility buildings such as sheds and private garages are "U-1"

Type of Construction - See Chapter 6 IBC. Most construction is "V-B"; type 5 non-rated.

Occupant load - See Chapter 10 IBC. This should also be noted on the plans per room and use.

Pre-manufactured - i.e., Manufactured/mobile homes, commercial coaches, commercial structures, wood stove. List the manufacturer, year, and model number. Additional information may be required. e.g., step-up requirements, listing, etc.

Size - Describe the square footage of each type and story of work that is proposed and the height of the structure. This should also be noted on the plans.

Heat - Note the type of heat proposed. Plans should also note what portions are heated, semi-heated or not heated. Note: The Washington Energy Code Climate Zone is "2".

Plumbing - The number of traps to be installed or relocated.

Value of work - The total estimated cost of all construction work for which the permit issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment.

Special inspection Chapter 17 IBC - Some types of work require addition inspection other than the type provided by the Building Department; e.g., concrete with compression strength greater than 2,500 psi; structural welding; high-strength bolting; special grading. See Chapter 17 IBC. Additionally, the special inspector and/or agency must be approved by the Building Official, routine approval will be issued for WABO registered inspectors, and others will require the review of credentials and/or an interview.

Water provided by - How is the potable water supply for the use of the property provided. See RCW 19.2097. New or changed systems should be described, e.g., 3/4" w/ 5/8" meter. If a private well or non-municipal water system will be the provider, please include an approved water adequacy form from the County Health District and a copy of the water right and/or certificate.

Sewer provided by - How is the sewer being disposed of for the use of the property. New or changed systems should be described, e.g., 4" dia, 6" dia, If an onsite sewage disposal system is proposed, include County Health District approval and an additional permit from the City Public Works Department is required. Location of sewer lines and sewer cleanout should be shown on site plan.

Discharges to sewer - Commercial and industrial uses should note any types and temperatures of effluent discharges. The normal expected discharge is "domestic", contact the Public Works Director at 509-422-3600 if you have questions.

Work in right-of-way - In that the edge of the traveled portion of the street or curb in front of a typical lot is not the property line, please describe and show on site plan any work desired to be performed, e.g., pave driveway, construct sidewalk, install utilities, construct an awning over the sidewalk, set up barricades for demolition, etc.

Fire Hydrant - The distance the entire area of the proposed work is from an existing fire hydrant. Location of the hydrant(s) should be shown on the site plan.

Fire flow required - This is the amount of available water that is needed to adequately fight a fire based on the size and fire resistance of a building. See Appendix B – IFC.

Fire flow available - This is the amount of water that is currently available at the project site for firefighting. Check with the Fire Chief and/or Public Works Director.

Filling and grading - Additional earth work should clearly show on at least the site plan. Attention needs to be given to erosion, soil stability and undercutting neighboring properties.

Excavations on East Side - All earthwork within the boundaries of the Colville Tribe must at least have evidence of a Tribal Cultural Resources consultation. Call (509)634-2692.

Fill - The location and depth of the fill needs to be shown on the site plan, especially in relationship to the proposed work.

Steep slopes - Areas with slopes greater than 20% (one vertical unit for each 5 units) have special erosion issues. The location and extent of these slopes need to be shown on the site plan.

Temporary structures - Temporary structures may be permitted in conjunction with a valid building permit. They are usually required to be removed at the completion of the project. These are typically job and security shacks. Their location should be noted on the site plan.

Access - This is the vehicle access to the site (driveway). New and altered access work should clearly be shown on the site plan. Special attention needs to be given to the point of access and how the work will not impede curb drainage and to ensure that site run-off will not follow the driveway on to the traveled portion of the street.

Signature Tenants who are proposing work on property they do not own may sign here if and only if accompanied by a letter of permission from the owner stating the scope of work or the owner can sign the application. e.g., The construction of a carport in a mobile home park, office remodel of leased space, etc.

FOR DEPARTMENT USE ONLY (*Do not fill out*)

AVERAGED DATUM VALUATION OF WORK: _____ by _____

FEES		RECEIPT# _____
Plan Review Fee -	Two site plans and two sets of building plans are required. A percentage of building permit fee.	\$ _____
Building Permit Fee -	See Table 1-A UBC. Application form must be complete before processing permit.	\$ _____
State Code Fee -	See RCW 19.27.085(3)	\$ _____
Plumbing Permit Fee -	See Table 1-A UPC	\$ _____
Mechanical Permit Fee -	See Table 1-A UMC	\$ _____
Other: _____		\$ _____
Environmental Review _____		\$ _____
TOTAL DEPARTMENT FEES:		\$ _____

DATE VESTED: _____ BY: _____

Approvals (Check all that apply)

- | | | |
|-------------------------------------|--|---|
| ☐ Tribal | ☐ Subdivisions Standard met | ☐ Allowed Zoning Use |
| ☐ Shoreline | ☐ Access | ☐ Conditional Use |
| ☐ Floodplain | ☐ Utilities | ☐ Variance |
| ☐ SEPA | ☐ Discharges | ☐ Other: |

COMMENTS

PERMITTING/BUILDING: _____

Building Official Signed: _____ Date: _____

PLANNING: _____

Planner Signed: _____ Date: _____

PUBLIC WORKS: _____

Public works director Signed: _____ Date: _____

FIRE: _____

Fire Chief Signed: _____ Date: _____

TRIBAL: _____

Signed: _____ Title: _____ Date: _____

OTHER: _____

Signed: _____ Title: _____ Date: _____