

Application Instructions

General Instructions: Please fill out the application as completely as possible. You may find that some of the blanks are not relevant to your project. If you cannot find some information, please ask for assistance. We may be able to simplify and explain the various sections.

Owner Information: Owner's name, mailing address and phone number where you can be reached, from 8:00 am to 5:00 pm.

Site Information: Provide site address. If new site, contact **Whitcom** at 509-332-6911 for new address. Give directions to site from the nearest intersection. A copy of the deed for the property will have the Section, Township and Range. Check your tax statement or call the Whitman County Assessor at 397-6220, to find the parcel number for the property.

Describe Work: What is the project, what will it be used for, will paint, welding equipment or other hazardous materials be used or stored in the building? How many square feet, how many stories, what type of materials and construction, what phase of construction is covered by the permit and any other pertinent information.

Valuation: Is determined by one of the following methods:

1. Multiplying the number of square feet times the cost per square foot for the building type listed on the *Building Valuation Data* sheet. This information is available from the Building Department.
2. Cost of materials times 2, or
3. A contractor's bid price.

Energy Code Information: Please ask for, "What You Need to Know to Meet the Energy Code", if you are building a residential project. Commercial projects. Please attach a summary of any energy takeoffs and lighting budgets. A mechanical contractor or your local utility could be helpful in selecting the best system for your needs.

Compliance Path: Prescriptive is the easiest to qualify for meeting minimum standards of insulation in ceilings and floors, U-values of doors and windows and furnace efficiency and ventilation. Component is slightly more difficult, requiring some calculations and documentation of design. System analysis is a complete study normally done by a design professional with the aid of a computer to model the site factors and the building systems.

Contractor Information & Plans By: Similar to owner's information, but with the contractor's license number(s) added. WAINS number is for Manufactured Home installers only.

Heating Fuel: What type of fuel will supply your primary heating needs? List electric if used as back-up.

Furnace: Size in btu's and efficiency. Efficiency is expressed as a percentage representing the Annual Fuel Utilization Efficiency (AFUE), for gas, oil or propane. For heat pumps, it is expressed in either Heating Season Performance Factor (HSPF) or Coefficient of Performance (COP). Electric is assumed to be 100% efficient.

Glass to Floor: Divide the window area by the floor area. Include heated spaces only in the calculations.

Plumbing Fixtures: List quantities and locations.

Building Plans

Building plans are required for all projects, except reroofs, residing and other similar work. Please submit **two (2)** complete sets of plans. A complete set of drawings and specifications includes a site plan, a foundation plan, floor plans, wall sections, details, cross sections and exterior elevations (side views). Plans shall be drawn to scale on paper. Remember to show in sufficient detail the following: concrete reinforcing size and shape, location of crawl space and attic access, ventilation both mechanical and natural, beam and joist sizes, grade, length and spacing, engineer stamped trusses, handrail and guardrail detail.

Interior remodeling projects need only include a description of the work to be accomplished and typical framing plans. Exterior remodeling that will expand the existing building must include all relevant drawings, including elevations of affected sides, foundation and site plans, etc. If the nature of the work is such that some of the required plans, calculations, construction inspection requirements, etc., are not necessary, the building official may waive those requirements.

Site Plan:

- Setbacks from roadways & property lines
- Names of road(s)
- Indicate north & scale of drawing
- Property lines & easements with dimensions
- Existing structures
- Slope of land (grade and direction)
- Utilities, power lines, sewer, septic/drainfield & well locations
- Creeks, rivers, drainage ways & other water bodies
- Driveways, walkways & retaining walls

A survey of the property may be required to verify the placement of the structure and insure compliance with the approved site plan.

Foundation Plan:

- Footings, piers & foundation walls
- Reinforcing (grade, size, spacing)
- Foundation vents
- Posts & beams (sizes, spans, direction)



Floor Plan:

- Room uses & sizes
- Window & door locations; sizes, types, u-values
- Egress windows (escape)
- Skylights
- Plumbing fixtures
- Smoke detector locations
- Exhaust fans in bath, laundry, kitchen & other required rooms
- Stairways, risers, runs, treads, handrails, guardrails, etc.
- Locations of hot water tank, furnaces, wood stoves, fireplaces & combustion air for each
- Crawl space & attic access (size, location)
- Show whole house mechanical ventilation system
- Show complete dimensions

Wall Sections:

- Braced Wall Line Requirements
- Floor joist size & spacing & layout
- Floor sheathing material
- Wall stud size & spacing & layout
- Ceiling height
- Typical wall barriers, sheathing & siding
- Sheetrock or interior finish
- Rafters, ceiling joists, trusses (size, spans, spacing)
- Attic ventilation
- Typical roof sheathing, roofing material, roof pitch
- Insulation material, R-values in walls, floor, ceiling & slab
- Headers (size, spans)
- Anchor bolts & pressure treated bottom plates
- Truss specs & layout

Exterior Elevations:

- Chimneys
- Finished grade
- Building height
- Window and door locations
- Deck, steps, handrails, guardrails
- Roof slope

Building Inspections:

1. **Footing Inspection** is made after the trenches are excavated, forms are erected and when all reinforcement is in place. If site mixed concrete is used, all materials must be on site.
2. **Foundation Inspection** is made after the forms are erected and when all reinforcement is in place. If site mixed concrete is used, all materials must be on site.
3. **Pier and Anchor Inspection** for a mobile structure is made before the structure is occupied, but after the structure is on the site, blocked and tie downs are in place.
4. **Underground Plumbing Inspection** is made before all piping is covered by earth or concrete. An air or water test of plumbing is required to be on the systems for this inspection.
5. **Framing, Mechanical & Rough Plumbing Inspection** is made after all framing, fire blocking and bracing are in place and all pipes, chimneys, ducts and electrical are complete. All plumbing and gas piping must be tested in accordance with the applicable codes at this time.
6. **Envelope and Flashing.**
7. **Insulation and Vent Inspection** is to be made before any lathing and/or wallboard taping or mud is applied.
8. **Lath and /or Wallboard Nailing Inspection** is made before any plaster and/or wallboard taping or mud is applied.
9. **Final Inspection** is made after the building or structure is complete and ready for occupancy or service. For mobile structures this inspection must be within 30 days of moving into the structure.
10. **Ongoing Work Inspection** is due every six months when no other inspections have been scheduled, to verify that work is progressing or the permit will expire.

How to call for an Inspection:

The inspector will respond as soon as schedules allow. Due to the large geographical area of Whitman County, requests for inspections should be made 24 hours in advance. With a one day notice, inspections can usually be made at your convenience. Call Whitman County Building at 509-397-5653, to schedule your inspection.

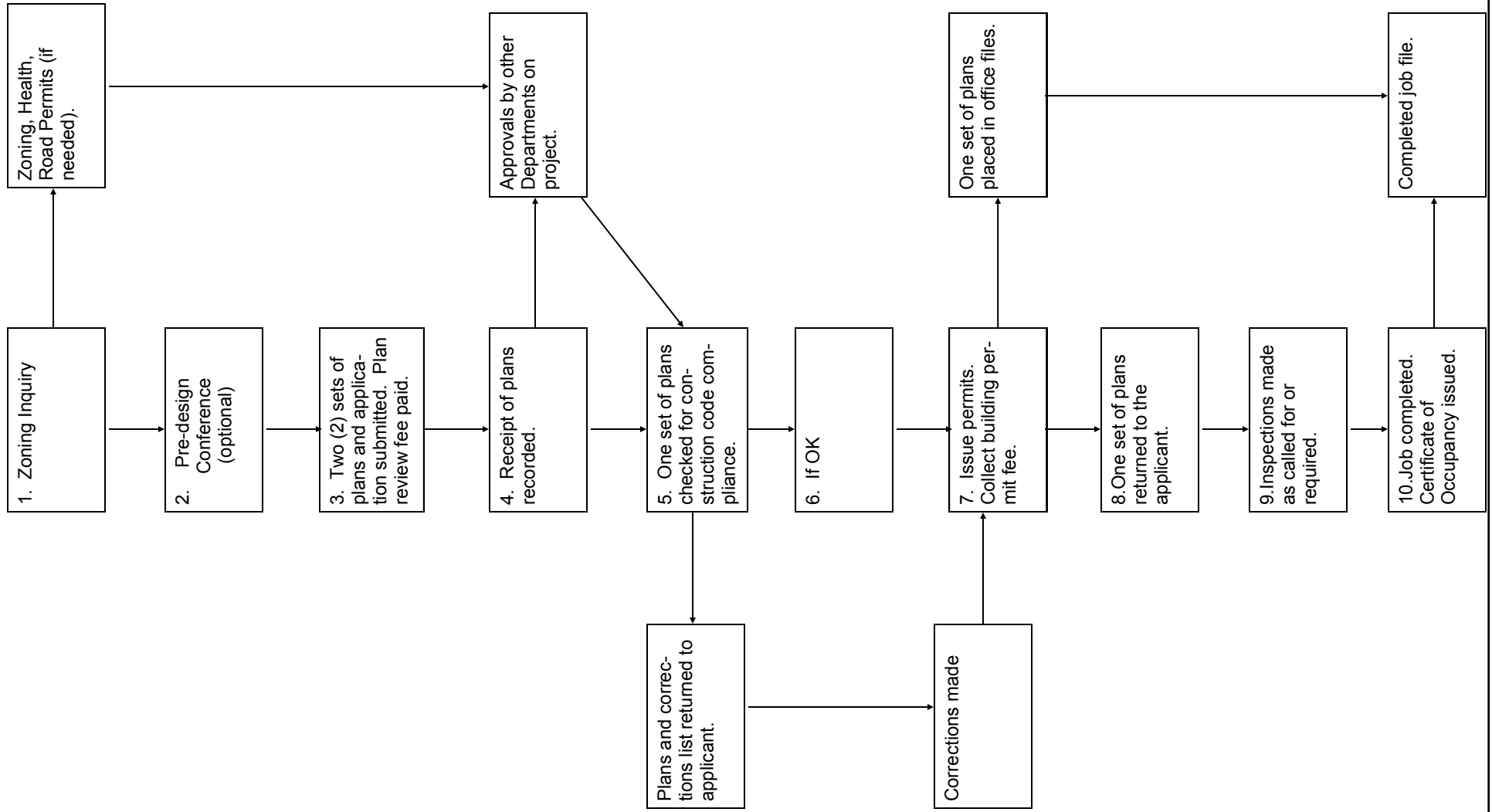
The County is aware of the costs to builders whenever work must stop for inspections. Every effort is made to inspect the job site in a timely manner. However, critical work such as concrete pours should not be scheduled until the required inspections have been made and passed. A re-inspection fee is charged each time the inspector must return for re-inspection of work not ready for inspection.

Permit Expiration:

Building permits expire if work does not get underway within 180 days (six months), or if work is suspended for 180 days or more. The permit may be extended if application is made before the permit expires and the Building Official is satisfied that circumstances beyond the control of the permittee have prevented construction progress. If a contractor will perform the work, it is still the final responsibility of the owner to make sure all inspections are requested.



10 Steps to Obtain and Complete a Building Permit



Information & Criteria

Jurisdiction:

All of unincorporated Whitman County. On the back of this pamphlet is a list of cities and their office numbers which provide their own building inspections.

Design Criteria:

Snow Load: 30# ground
 Wind Load: 85 miles per hour gust
 Seismic Zone: B
 Exposure: C
 Frost Depth: 32 inches

Soil Bearing Value: 1,500 pounds per square foot is acceptable throughout the county. Designs incorporating higher values are acceptable when accompanied by a soils report prepared by a professional soils engineer.

Detached monolithic slabs with a 12" bearing surface are acceptable for wood frame, U-1 buildings up to 1,000 square feet where the length to width ratio does not exceed two to one. Contact the building department for more specific details on monolithic pours. Attached monolithic slabs are the same as detached, except the bearing must extend below frost line.

A stamped truss design by an engineer or architect (licensed in the State of Washington) is required for all trusses. Homemade trusses are permitted if inspected and documented by an engineer or architect after assembly and prior to erection.

Code References:

2015 International Building / Residential Code
 2015 International Fire Code
 2015 International Mechanical Code
 2015 Uniform Plumbing Code
 2015 Washington State Energy Code
 Ventilation Indoor Air Quality Code

Other Agencies

Whitman County:

Courthouse.....397-4622
 Health Department.....397-6280
 Planning.....397-5211

Electrical Inspections:

Dept. of Labor & Industries
 1250 Bishop Blvd. SE Suite G
 P O Box 847
 Pullman, WA 99163-0847
 (509) 332-8576
 1-800-509-0025

Mobile Home Alterations/Contractor Registration/Plumber Certification:

Dept. of Labor & Industries
 1250 Bishop Blvd. SE Suite G
 P O Box 847
 Pullman, WA 99163-0847
 (509) 332-8576
 1-800-509-0025

City Building Inspectors:

Albion.....332-5095
 Colfax.....397-3861
 Colton.....229-3887
 Endicott.....657-3411
 Farmington.....287-2500
 Garfield.....635-1604
 LaCrosse.....549-3330
 Lamont.....397-5653
 Malden.....569-3771
 Oakesdale.....285-4020
 Palouse.....878-1811
 Pullman.....334-4555
 Rosalia.....526-5991
 St. John.....648-3905
 Tekoa.....284-3861
 Uniontown.....229-3805



Building Permit Information

Mark Storey, PW Director/Engineer
 Dan Gladwill, Building Inspector
 Ginny Rumiser, Permit Technician

(509) 397-5653

P O Box 430
 Colfax, WA 99111-0430

Located at:

310 N. Main
 2nd Floor
 Public Service Building
 Colfax, Washington