

## 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 Whitman County Planning at 509-397-5209 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.

**Square Feet:** Of building space that is heated.

**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.

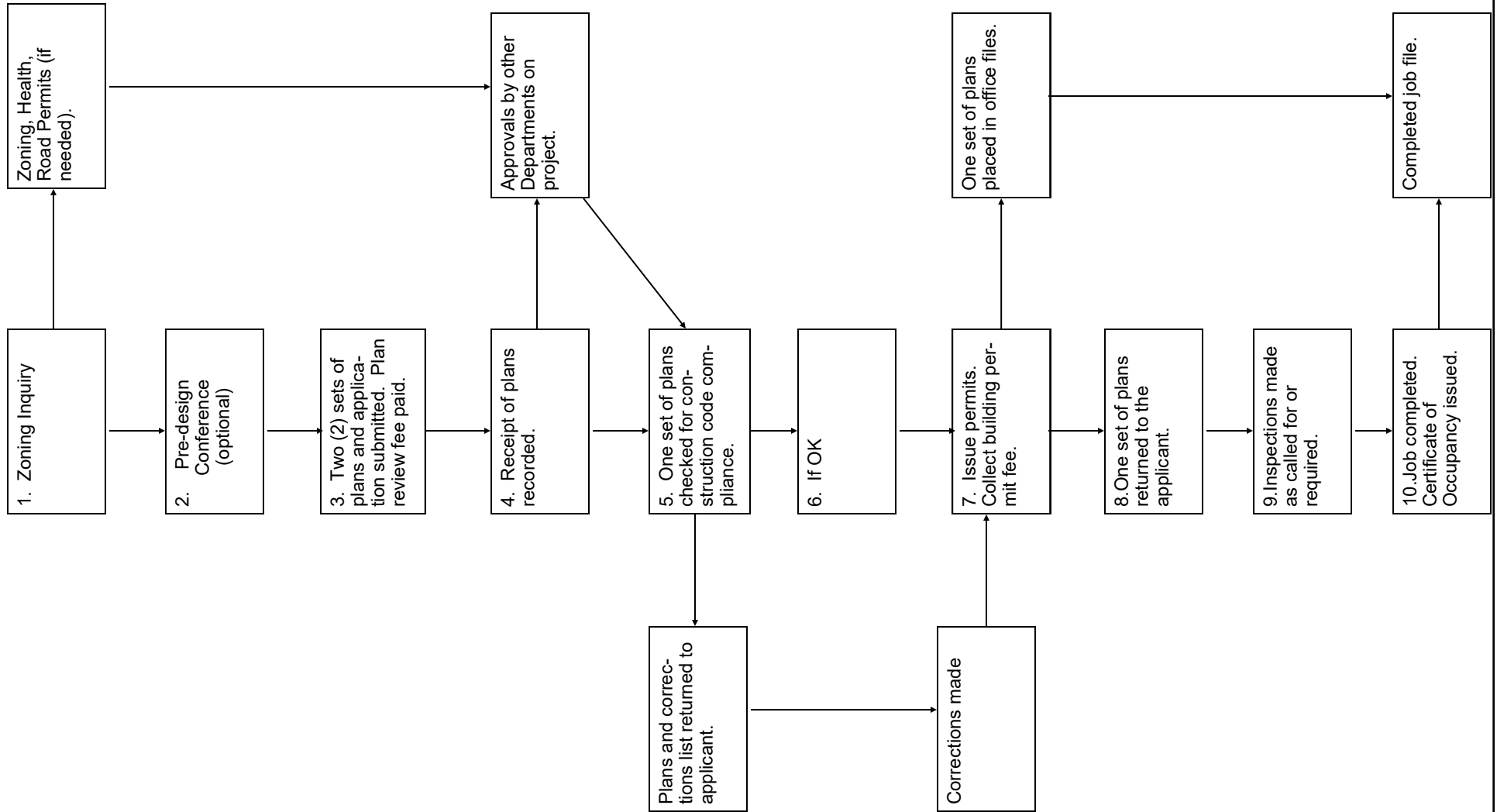
The County is aware of the costs to builders whenever work must stop for inspections. Every effort is made to inspect the job site in a timely manner. However, critical work such as concrete pours should not be scheduled until the required inspections have been made and passed. A re-inspection fee is 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 / 30# Roof Minimum**  
**Wind Load: 110 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.

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.

### WA State Energy Code Information:

WA State Energy Code Information and calculation information links may be obtained using the web address below:

[www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx](http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx)

### Code References:

**2018 International Building / Residential Code**  
**2018 International Fire Code**  
**2018 International Mechanical Code**  
**2018 Uniform Plumbing Code**  
**2018 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 / 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) 334-5296  
 1-800-509-0025

### Lead-Based Paint Program:

Contact the Washington State Dept. of Commerce Lead Paint Program at (360) 586-5323 (LEAD,) or visit [www.commerce.wa.gov/lead](http://www.commerce.wa.gov/lead), or email the lead program [lbpinfo@commerce.wa.gov](mailto:lbpinfo@commerce.wa.gov) before renovating or remodeling activities in pre-1978 residential buildings or child occupied facilities to ensure your compliance with applicable Washington lead regulations.

### 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