



Okanogan County Building Department  
123 N. 5<sup>th</sup> Ave- Rm #115  
Okanogan, WA 98840  
(509) 422-7110

## **BUILDING PERMIT PROCEDURE**

**THE OKANOGAN COUNTY BUILDING DEPARTMENT WILL NOT PROCESS INCOMPLETE APPLICATIONS**

- **Contact** the Building Department for building construction issues **(509) 422-7110**
- **Contact** the Planning Department for land use issues, water availability and 911 Addressing **(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 – 1/4" scale with complete construction details and should be at least 11x17 in size.
- **WE DO NOT ACCEPT ELECTRONIC PLANS AND APPLICATIONS**
- **Provide** site information (flat site or slope with elevations)
- **Pay** the permit fees (**fees will be figured at submission-** PLAN REVIEW FEE ***should be paid at time of application.***) We will invoice fees via email if you are submitting by mail once application and plans are received.
- **Credit Card payments can now be accepted through Point and Pay online and in the office- a 3% transaction fee with a \$2 minimum will be charged;**
  - <https://client.pointandpay.net/web/okanogancbdWA>
- **Provide** Site Analysis approval from the Planning Department (and water availability; ***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
- **If you choose to have permit mailed; provide address where you wish permit sent to;**
  - **Postage Fees are non-refundable**

### **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** – Wed & 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** **2018 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. Expired permits that have had all inspections completed up to the FINAL inspection may request a Final inspection for a \$100.00 special inspection fee PER inspection conducted.

**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

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Okanogan, WA 98840  
(509)-422-7110

## PERMIT APPLICATION

Process #: \_\_\_\_\_

Home Owner Information			Licensed Contractor Information	
PLEASE FILL OUT COMPLETELY				
Name:			Name/Company:	
Mailing 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.  
\$7.42 and up

Address for Mailing Permit Documents: \_\_\_\_\_

### PROPERTY INFORMATION

Parcel #: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

POSTAGE FEE  
NON-REFUNDABLE

PLEASE  
INITIAL: \_\_\_\_\_

### BUILDING INFORMATION

Property Use

FOR OFFICE USE ONLY

Valuation: \$ \_\_\_\_\_

Residential ☐ Non-Residential ☐ Cannabis Facility ☐

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"/> Solar                       | <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 basements & decks)

X	=	SQ Ft Basement
X	=	SQ Ft 1 <sup>st</sup> Floor
X	=	SQ Ft 2 <sup>nd</sup> 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 \_\_\_\_\_

Revised 08/2023



## THIS SIDE FOR OFFICE USE ONLY

Approvals Needed	Application Activity	Occupancy
Septic    Yes <input type="checkbox"/> No <input type="checkbox"/>	Application Recv'd 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

<b>Plan Review Sign Off</b>	<b>Date</b>
<b>Comments/Conditions</b>	<b>Addition/Adding Bedroom?</b>
	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Special Instructions</b>	<b>*Total Bedrooms on-site:</b>

## 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/Email Approval By:	Date:	Received By:
(2) Phone/Email Approval By:	Date:	Received By:

Conditions of Approval:

## FEES INVOICE

PERMIT FEES DUE	FEES PAID	ADDITIONAL FEES/NOTES
(NON-REFUNDABLE) PLAN REVIEW    \$	AMT PD                      DATE	<p style="color: red; font-weight: bold;">PAY FOR YOUR PERMITS ONLINE!</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p style="font-weight: bold;">A CONVENIENCE FEE OF 3% W/\$2.00 MINIMUM CHARGED FOR THIS SERVICE</p> <p style="color: red; font-weight: bold;">POINT AND PAY OPTIONS</p> <p><a href="https://client.pointandpay.net/web/okanogancbdWA">https://client.pointandpay.net/web/okanogancbdWA</a></p>
PERMIT FEE       \$	RECEIPT #                      CHK #	
STATE FEE          \$	AMT PD                      DATE	
POSTAGE/OTHER    \$	RECEIPT #                      CHK #	
POSTAGE FEE NON-REFUNDABLE		
TOTAL FEES       \$		

**\*\*\*\*\*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