

GARFIELD COUNTY BUILDING PERMIT PROCESS

STEP 1: Determine Permitting Agency

Outside City Limits?

Contact:
Garfield County Public Works
19th and Arlington, (509) 843-1301

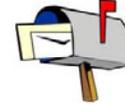


Within City Limits?

Contact:
City of Pomeroy
(509) 843-1601

STEP 2: Prerequisite Permitting and Approvals

Prior to submitting a building permit application, obtain all necessary prerequisite permits and/or approvals such as county road R/W and approach permits, planning/zoning related permits, septic and water permits, addressing or any other approvals required prior to submitting your application? You may contact the departments listed below to determine what those requirements are.



Garfield County Public Works

19th and Arlington
Pomeroy, WA
(509) 843-1301

Building and
Planning Dept.

Road Right-of-
Way Use

Garfield County Health District

121 S. 10th Street
Pomeroy, WA
(509) 843-3412

Water
Availability
(Well Reqs and
Approval)

Sewage System
Approval

Garfield County Sheriff's Department

789 Main Street
Pomeroy, WA
(509) 843-3494

Obtain Your
Physical
Address

STEP 3: Submit A Completed Building Permit Application to Garfield County Public Works

Applications must be mailed or delivered in person. Emailed or electronic copies will not be accepted. Applications must be filled using blue ink. After you submit your application, the Public Works department will take the completed Application to the departments listed in the boxes to verify that all prerequisite permits, approvals and/or waivers were obtained. Time to process the required documents is dependent upon the complexity of your building project. Each department may contact you if additional information, permitting, approvals or waivers are required.

STEP 4: Permit Approval or Denial

After completion of the application evaluation and plan review process, the Public Works Department will contact you about whether your application is denied, approved or addition information is required. Once your building permit application is approved, the building permit will be sent to you for signature. Sign the building permit and submit back to Garfield County Public Works along with the required building permit fee, which is stated on the building permit

STEP 5: Begin Building



Electrical Power Available?

Contact your power
company

Drill Well/Install Septic

(Wells must be drilled and
inspected before you build!)
Contact your well driller.

Apply for Electrical Permit

Contact: Washington Labor &
Industries 1-800-292-5920



Build Road Approach

Contact: Garfield County
Public Works, County
Engineer

Step 6: Building Inspections

To schedule a building inspection, please call (509) 843-1301. You must call at least 24 hours in advance. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official.

SITE PLAN REQUIREMENTS

Draw site plan on the attached grid paper; Site plans must include drawing of the following:

- Measurement of proposed structures to all property lines.
- Measurement from proposed building to critical areas.
- Measurement of the distance between driveway and nearest property line.
- Landowners name and ten digit parcel number.
- North Arrow
- Any driveways, roads or streets and their names.
- All existing and proposed structures and distance between buildings.
- Critical areas (streams, rivers, ponds, wetlands, floodplain, etc.)
- Proposed site of septic and well locations (if applicable).

Disclaimer: This form and review does not vest an application for any type of permit nor is it final approval for any project. Changes in federal, state, or local law, code or rule may invalidate the findings/ determinations of this application. Final approval may be given only after a complete application with all attached permits and requirements) is submitted, fees are paid, and final review by the Public Works Department, Health District, Sheriff's Department and Building Inspector are completed and approved.

Note: The application, and all departmental permits and allowances are valid for a period of 12 months from the date received unless otherwise vested by a building or other development/ construction permit.

HOW TO GET TO THE BUILDING SITE

Directions to the site: _____

Use the space below to provide a detailed drawing showing the location of your building project. Show all roads and road names leading to the project. Show mileage. Start from Pomeroy.



A large empty rectangular box for drawing, with a north arrow in the top right corner. The north arrow consists of a vertical line with an upward-pointing arrowhead and a stylized letter 'N' to its right.

Name On Project:

**THIS FORM MUST BE FILLED OUT AND
ACCOMPANY PERMIT APPLICATION AT
TIME OF SUBMISSION**

Permit #

Staff Initials:

PLAN REQUIREMENT CHECK LIST

******INCOMPLETE PLANS WILL NOT BE ACCEPTED******

PLANS MUST BE DRAWN TO SCALE AND LEGIBLE (1/4" = 1')

MARK N/A IF DOES NOT APPLY

FOUNDATIONS

<input type="checkbox"/>	FOOTINGS	DEPTH/ WIDTH/ REBAR	<input type="checkbox"/>	FRAMING ANCHORS	SIZE/ PLACEMENT
<input type="checkbox"/>	WALLS	WIDTH/ HEIGHT/ REBAR	<input type="checkbox"/>	CRAWLSPACE	VENTILATION/ ACCESS
<input type="checkbox"/>	SLABS	RESIDENTIAL/ RADON REQUIREMENTS	<input type="checkbox"/>	GROUND COVER	6 MIL BLACK PLASTIC REQ'D
<input type="checkbox"/>	PIERS	DEPTH/ WIDTH/ HEIGHT/ REBAR	<input type="checkbox"/>	PRESSURE TREATED SILL PLATE	SIZE
<input type="checkbox"/>	ANCHOR BOLT	PLACEMENT/ SIZE	<input type="checkbox"/>	CROSS SECTION	DETAILS

FRAMING

<input type="checkbox"/>	DETAILS	SHOW CROSS SECTIONS DETAILS			
<u>FLOORS 1ST & 2ND</u>			<u>WALLS - 1ST & 2ND FLOORS</u>		
<input type="checkbox"/>	SUPPORT BEAM	SIZE/ SPACING/ SPANS/ GRADE & SPECIES	<input type="checkbox"/>	STUDS	SIZE/ SPACING/ HEIGHT/ SPECIES/ GRADE
<input type="checkbox"/>	PONY WALLS	HEIGHT/ SIZE/ SPACING	<input type="checkbox"/>	SHEARWALLS	LOCATION/ NAILING
<input type="checkbox"/>	JOISTS	SIZE/ SPACING/ SPANS/ SPECIES/ GRADE	<input type="checkbox"/>	EXTERIOR SHEATHING	SIZE/ MATERIAL
			<input type="checkbox"/>	HOUSE WRAP	TYPE
<input type="checkbox"/>	FLOOR SHEATHING	SIZE/ MATERIAL	<input type="checkbox"/>	SIDING	TYPE
			<input type="checkbox"/>	WALL BRACING	DETAILS/ NAILING
			<input type="checkbox"/>	HEADERS	DOOR/WINDOW/ SIZE/ SPAN
<u>LOAD BEARING POINTS</u>					
<input type="checkbox"/>	ATTACHMENT	CONNECTIONS	<input type="checkbox"/>	GLULAM HEAVY BEAMS LOGS	SIZE/ SPACING/ SPAN/ GRADE/ SPECIES
<input type="checkbox"/>	HANGERS	NAILING/ TYPE	<input type="checkbox"/>	CROSS SECTIONS	DETAILS
<input type="checkbox"/>	BRACKETS	TYPES			

FLOOR PLANS

<input type="checkbox"/> DOOR/WINDOW	PLACEMENT/ SIZE	<input type="checkbox"/> ROOMS	SIZE/ TYPE (KITCHEN, BEDROOM, LIVING ROOM, ETC)
<input type="checkbox"/> BEDROOMS	SMOKE ALARMS/ EGRESS WINDOWS	<input type="checkbox"/> ROOM CEILING HEIGHTS	MIN 7 FT/ MIN 6' 8" ABOVE BATHROOM FIXTURES
<input type="checkbox"/> SAFETY GLASS	WITHIN 24" OF DOORS/ CHECK ALL OTHER LOCATIONS	<input type="checkbox"/> LOCATIONS OF	WOOD STOVES/ PROPANE STOVES/ HVAC/ WH/ APPLIANCES/ PLUMBING FIXTURES
<input type="checkbox"/> GARAGE SEPARTATIONS	DOOR THICKNESS/ MIN 1- 3/8"/ 1/2 " SHEETROCK	<input type="checkbox"/> CEILING	ACCESS
<input type="checkbox"/> LIVING SPACE ABOVE GARAGE	5/8 TYPE X SEPARATION	<input type="checkbox"/> STAIRS	LOCATION/ CROSS SECTION/ RISE/ RUN/ HEADROOM/ WIDTH/ HANDRAILS/ GUARD RAILS/ HEIGHT/ SPACING

ROOFS

<input type="checkbox"/> CEILING JOIST	SIZE/ SPACING/ SPANS/	<input type="checkbox"/> SHEATHING	SIZE/ MATERIAL
<input type="checkbox"/> RAFTERS	DETAIL/ SPACING/ TRUSSES/ STICK FRAME	<input type="checkbox"/> ATTIC	VENTILATION
<input type="checkbox"/> BEARING SLOPES	LOCATIONS/ POINTS PITCH	<input type="checkbox"/> RIDGE/ VALLEY/ HIP ROOFING	BOARD SIZE/ BEAM TYPE

WSEC REQUIREMENTS

<input type="checkbox"/> SLAB/ FOUND WALLS	R- VALUE EXTERIOR R-10 INTERIOR R-21	<input type="checkbox"/> WHOLE HOUSE VENTILATION	FRESHAIR/ EXHAUST FANS/ WHOLE HOUSE FAN/ FURNACE/ FRESH AIR TO RETURN SIDE
<input type="checkbox"/> FLOOR	R-30	<input type="checkbox"/> VAPOR BARRIERS	MIN 4 MIL CLEAR PLASTIC – OR – PVA PRIMER KRAFT FACED/ FACE STAPLED
<input type="checkbox"/> WALL	R-21	<input type="checkbox"/> CAULK	ALL PENETRATIONS INTO UNCONDITIONED SPACES
<input type="checkbox"/> CEILINGS	R-30 / VAULT R-38 / FLAT CEILING	<input type="checkbox"/> PROVIDE	MIN 1" AIRSPACE ABOVE ROOF INSULATION
<input type="checkbox"/> WINDOW	U- VALUES	<input type="checkbox"/> ALL PLUMBING	WATER LINES INSULATED IN UNCONDITIONED SPACES
<input type="checkbox"/> HEATSOURCE			

ELEVATIONS OF STRUCTURE – NORTH/SOUTH/EAST WEST

- | | |
|--|---|
| <input type="checkbox"/> WINDOWS/ DOORS | <input type="checkbox"/> SLOPE/ ROOF PITCH |
| <input type="checkbox"/> FINAL GRADE | <input type="checkbox"/> DECKS/ PATIO/ PORCHES |
| <input type="checkbox"/> FIREPLACES | <input type="checkbox"/> SKYLITES |
-

ENGINEERED AND ARCHITECT PLANS

- | | | | |
|--|---|---|---------------------------------|
| <input type="checkbox"/> ENGINEERED | PROVIDE
CALCULATIONS/ EACH
PAGE STAMPED AND
SIGNED | <input type="checkbox"/> ARCHITECTURAL | EACH PAGE STAMPED
AND SIGNED |
|--|---|---|---------------------------------|
-

REMODELS

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> SHOW EXISTING | STRUCTURAL DETAILS
FOUNDATION DETAILS | <input type="checkbox"/> FRAMING/ ROOFING
ON | REMODELS/ ADDITIONS |
| <input type="checkbox"/> FLOOR PLAN | WINDOW/ DOORS/
ROOMS | <input type="checkbox"/> DISTINGUISH | <u>NEW</u> FROM <u>EXISTING</u> |
-

**ALL CHANGES OR REVISIONS TO
APPOVED PLANS MUST BE APPROVED
PRIOR TO CONSTRUCTION**

GARFIELD COUNTY / CITY OF POMEROY
OWNER AFFIDAVIT REGARDING CONTRACTOR
REGISTRATION

Date _____

Building Permit Number _____

1. He/She, _____, is the owner or authorized agent of the owner of property legally described with this parcel number,_____.
2. That he/she is an applicant for a Garfield County/City of Pomeroy Building Permit at the above location.
3. That he/she is aware that the State Contractors Registration Act requires all persons doing any work as contractors to obtain a certificate of registration from the Washington State Department of Labor and Industries.
4. That he/she is aware that it is unlawful to do any work as a contractor without a certificate of registration and that a violation of this requirement is a criminal misdemeanor.
5. That all construction work completed pursuant to the proposed building permit for the property described above will be done by the owner or owners of the property or that the owner acting as their own General Contractor as allowed by law will hire only licensed subcontractors or otherwise be fully responsible as the Employer for compliance with all federal and state laws and regulations in regards to workers compensation, liability insurance, social Security and other required and reportable withholding.
6. That the proposed construction work is not being done with the intention or for the purpose of selling the improved property. If a building permit is obtained by an applicant or contractor who falsifies information to obtain an exception from the contractor registration requirements, such building permit shall be forfeited, RCW 18.27.110.

Applicant/Property Owner's Signature _____

GARFIELD COUNTY BUILDING AND PLANNING

Building Permit Application

Permit # _____

Rec'd
By _____

Garfield County, Washington
 19th and Arlington
 PO Box 160, Pomeroy, WA 99347
 Phone: (509) 843-1301 - Fax: (509) 843-1412

Was this Application submitted due to a
 "Notice of Violation"?
YES **NO** **N.O.V. #** _____

I am requesting a: A Building Permit A Manufactured Home Permit Other

Property Owner Information**PLEASE PRINT CLEARLY****Licensed Contractor Information**

Name: _____

Name/Company: _____

Mailing Address: _____

Address: _____

Phone #: _____

Phone: _____

Cell: _____

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 this Building Permit.

Property Owner
 Signature: _____

CONTACT PERSON

PERSON TO CONTACT: _____

NAME: _____

PHONE # _____

*** ISSUED PERMITS & APPROVED PLANS NEED TO BE PICKED UP IN THE OFFICE UNLESS OTHERWISE REQUESTED ***
 If you would like your permit sent to you or an agent - priority postage fees may apply

Invoice Fees To: _____ () Will Pick-Up () Send To: _____

PROPERTY ADDRESS

Physical Address: _____

Parcel # _____

City/Zip _____

BUILDING INFORMATION**FOR OFFICE USE ONLY**

Contractor's Bid _____

Valuation of Structure \$ _____

\$ _____

\$ _____

Property Use: [] Residential [] Non-Residential [] Commercial [] Industrial [] Other

Type of Construction

[] House [] Garage [] Carport [] Storage [] Deck [] Addition [] Shop [] Barn
 [] Manuf. Home [] Cabin [] Remodel [] Repair [] Move/Relocation [] Commercial
 [] Other (specify) _____

PROJECT INFORMATION

IS THIS CONSTRUCTION REPLACING
 A FORMER BUILDING? **YES** **NO**

Type of Structure [] Log [] Stick [] Pole [] Straw
 [] Masonry [] Other _____

Existing # of Bdrms _____ Proposed # of Bdrms _____ Bldg Height _____ # of Stories _____ # of Baths _____

Building Dimensions of all new construction (All floors including basement):

_____ X _____ = _____ SQ Ft Basement

_____ X _____ = _____ SQ Ft 1st Floor

_____ X _____ = _____ SQ Ft 2nd Floor

_____ X _____ = _____ SQ Ft Gar/Carport

_____ X _____ = _____ SQ Ft Other/Decks

Total SQ Feet _____**Heat Source**

Furnace [] _____

Electric [] _____

Heat Pump [] _____

Propane [] _____

Wood [] _____

[] _____

Other (describe below) _____

I hereby apply for a Plan Review and Building Permit. I have read all application materials and submitted two sets of Complete Plans. The above information is true and correct to the best of my knowledge.

► **Owner's Signature:** _____

Print Name: _____

Date: _____

► **Applicant/Agent Signature:** _____

Print Name: _____

Date: _____