



**Pend Oreille County**

**Community Development Department**

P. O. Box 5066 Newport,

Washington 99156-5066

Phone: 509-447-4821

**Greg Snow**

**Rick J Cruse**

Community Development Director

Building Inspector/ Fire Marshal

**POLE BUILDING PERMIT APPLICATION**

**TYPE OF WORK (CHECK ALL THAT APPLY)**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition/Remodel         | <input type="checkbox"/> Accessory Building / Pole Bld. | <input type="checkbox"/> Change of Use/Occupancy       |
| <input type="checkbox"/> HVAC Mechanical  | <input type="checkbox"/> Fireplace / Pellet Stove | <input type="checkbox"/> Plumbing                       | <input type="checkbox"/> Other write description below |

**JOB SITE INFORMATION**

Site Address: \_\_\_\_\_

Geo. ID or Property ID Number: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**PROPERTY OWNER CONSENT INFORMATION**

Are you the property owner?

Yes

No

If you are not the property owner you will need to submit a completed Landowner/Agent Consent Form.

**BUILDING OWNER/APPLICANT**

Name: \_\_\_\_\_

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

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

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL CONTRACTOR**

Name: \_\_\_\_\_

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

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

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

**ENGINEER (if applicable)**

Name: \_\_\_\_\_

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

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

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ARCHITECT (if applicable)**

Name: \_\_\_\_\_

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

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

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PLUMBING CONTRACTOR (if applicable)**

Name: \_\_\_\_\_

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

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

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**MECHANICAL CONTRACTOR (if applicable)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contractor License #: \_\_\_\_\_

**WORK DETAIL**

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Land Use Zone:</b>	<b>Occupancy Class:</b>	<b>Construction Type:</b>
<b>NEW CONSTRUCTION DETAILS (COMPLETE ALL THAT APPLY)</b>		
Number of Bedrooms:	Deck/Covered Patio (sq ft):	Fire District:
Number of Bathrooms:	Average Height to Peak:	Septic Permit #:
Basement (sq ft):	Building Dimensions:	Water Source:
Main Floor (sq ft):	Impervious Surface Area:	
Second Story (sq ft):	Heat Source:	Floodplain YES NO
Garage (sq ft):		Critical Areas/Wetlands YES NO

**ADDITIONAL INFORMATION**

**NOTICE**

A separate permit is required for electrical through State of Washington Department of Labor & Industries

Per RCW 19.27.097, each applicant for a building permit of a building necessitating potable water shall provide evidence of an adequate water supply for the intended use of the building. Evidence may be in the form of a water right permit from the Department of Ecology, a letter from an approved water purveyor stating the ability to provide water, or another form sufficient to verify the existence of an adequate water supply. Each applicant for a building permit of a building in which sewage or waste water may originate shall obtain an on-site sewage disposal permit from Tri-County Health District prior to issuance of a building permit for said building. Please attach a copy of your approved on-site sewage disposal permit from Tri-County Health

PERMIT FEE\*

Fees are established by the Board of County Commissioners and are subject to change. The building official will assign the fee when plans of the project are reviewed. Permits are valid for one year from issue date and may be renewed for \$55.00 per year for a total of four additional times (maximum five years). Permit fees, to be determined by the building inspector after plan review. The check is to be made payable to Pend Oreille County. Applications may be delivered to the Community Development Department in the lower level of the courthouse in Newport or mailed to: P.O. Box 5066 Newport WA. 99156

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performances of construction.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Pend Oreille County

### Community Development Department

P. O. Box 5066 Newport,  
Phone: 509-447-4821

Washington 99156-5066

**Greg Snow**  
Community Development Director

**Rick J Cruse**  
Building Inspector/Fire Marshal

## POLE BUILDING PERMIT APPLICATION CHECKLIST

### WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a building permit for a residential structure or accessory structure (garage, interior remodel, etc.). Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific buildings or uses may vary. It is intended to give you a general outline of the permitting process.

New residential construction in Pend Oreille County, Lone, Cusick, Usk, Metaline and Metaline Falls must conform to all adopted city, state, and federal codes, including but not limited to the 2012 International Residential, 2012 Mechanical and 2012 Fire codes, 1997 Uniform Plumbing code, the 2012 Washington State Energy code, subdivision, and various other local, state and federal laws. Design criteria 50 pounds per square foot minimum (snow load on the roof), Wind speed 110 MPH, Seismic zone Design Category C and Exposure C.

### PERMIT PROCESS

Following submittal of a complete application, staff will distribute the application to various departments for review and compliance with adopted county standards. The applicant will be notified of any additional information or changes needed to the project.

Upon completion of the project, in which all necessary inspections have been completed, necessary fees paid, and all permits/approvals have been given, a Certificate of Occupancy will be issued (if applicable) allowing occupancy of the structure.

### WHAT INFORMATION IS NEEDED

The following information must be provided. Should any of the following minimum information not be provided, the application may not be accepted nor processed. A complete application includes:

- |   |  |
|---|--|
| <input type="checkbox"/> Approved Site Analysis Application (2 copies).                             | <input type="checkbox"/> Engineered Plans (stamped, 2 copies).                         |
| <input type="checkbox"/> Completed Pole <i>Building Permit</i> Application and Check List           | <input type="checkbox"/> Roof Truss Calculations including layout (stamped, 2 copies). |
| <input type="checkbox"/> Signed <i>Landowner Consent</i> Form (if applicant is not property owner). | <input type="checkbox"/> Pend Oreille County Pole building plans                       |
| <input type="checkbox"/> Septic, Water, & Sewer Disposal Information (If plumbing applies.)         | <input type="checkbox"/> Pend Oreille County Pole building lean-two plans              |

### Potable Water when plumbing is included.

Per the Washington State Building Code (RCW 19.27.097), each applicant for a building permit of a building necessitating potable water shall provide evidence of an adequate water supply for the intended use of the building. Evidence may be in the form of:

- A water right from Washington Department of Ecology
- A letter from an approved water purveyor stating the ability to provide water
- A form sufficient to verify existence of an adequate water supply
  - A Well Log will satisfy this requirement

For **Public/Community Water Systems**, you will need to provide a letter or form from the water system owner or operator stating that their system is able and willing to supply potable water to your proposed building site and the location of the proposed building site has been reviewed. Please include the water system's identification number assigned by the Washington State Department of Health.

FOR **PRIVATE WELLS**, POTABLE WATER MUST BE TESTED BY A LABORATORY CERTIFIED\* BY THE STATE OF WASHINGTON AND MEET THE FOLLOWING STANDARDS PRIOR TO ISSUANCE OF A BUILDING PERMIT:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| • <b>BACTERIA TEST</b>            | ○ LEAD: NOT MORE THAN .015 MG/L  |
| ○ COLIFORM BACTERIA: NONE PRESENT | ○ NITRATE: NOT MORE THAN 10 MG/L |
| • <b>INORGANIC TEST</b>           | ○ URANIUM: NOT MORE THAN 30 MG/L |
| ○ ARSENIC: NOT MORE THAN .01 MG/L |                                  |

**Sewage Disposal (If plumbing applies)**

Per Washington State Law (RCW 19.27.031(4), RCW 43.20.050, WAC 246-271-020, WAC 246-272-20501), all plumbing fixtures, drains, appurtenances, and appliances used to receive or discharge liquid wastes or sewage shall be connected to the building’s drainage system.

–AND–

Prior to issuance of a building permit for a building in which sewage or waste water may originate, the applicant shall obtain:

- A letter or form from an approved sewer system owner or operator stating that their system is able and willing to accept sewage and/or waste water from said building. The letter or form shall also state the owner or operator has reviewed the location of the proposed structure, OR
- An approved on-site sewage disposal permit from the Northeast Tri-County Health District (509) 447-3131

**WILL I NEED OTHER PERMITS/APPROVALS**

Additional permits and/or approvals may be required prior to the issuance of a building permit. If the building is located within a Special Flood Hazard Area (SFHA), A Floodplain Development Permit (FDP) from the Community Development Department will be required. SFHA’s are determined by Flood Insurance Rate Maps (FIRMs) produced by the Federal Emergency Management Agency (FEMA). A floodplain determination will be made by the Assistant Planner as part of the Site Analysis Plan review.

Work in or around critical areas like wetlands, aquifer recharge areas, rivers/streams, or steep slopes will require review and approval by the Community Development Department and may require review by the Washington Department of Fish and Wildlife and/or other agencies.

**WILL MY APPLICATION OR PERMIT EXPIRE**

Permits are valid for one year from issue date and may be renewed for \$55.00 per year for a total of four additional times (maximum five years). Permit fees, to be determined by the building inspector after plan review. The check is to be made payable to Pend Oreille County. Applications may be delivered to the Community Development Department in the lower level of the courthouse in Newport or mailed to: P.O. Box 5066 Newport WA. 99156

**ADDITIONAL INFORMATION**

For additional information please contact the Community Development Department.....	(509) 447-4821
Community Development Director Mike Lithgow .....	(509) 447-6457
Building Inspector Rick Cruse .....	(509) 447-6463
For Scheduling Inspections .....	(509) 447-6454
Assistant Planner Andy Huddleston .....	(509) 447-6462

**Forest Practice Act**

Certain land use activity may require a Forest Practice Application/Notification (FPA/N) and a Notice of Conversion. Activities that may trigger Forest Practices regulations include:

1. Harvesting timber and selling for payment or trading for goods and services.
2. Road construction (examples)> 600’ in length
3. Crossing a stream within a Wetland or Riparian
4. Management Zone Road Maintenance (i.e. bridge or culvert replacement)

Contact WA DNR to see if a Forest Practice Application is required:

Washington Department of Natural Resources  
North East Region  
225 S. Silke Rd.  
Colville, WA 99114  
(509) 684-7474

**WET STAMPED ENGINEERED STRUCTURAL PLAN SUBMITTALS IF NOT USING PEND OREILLE COUNTY HANDOUT.**

Req NA

- A. Elevations - FRONT, SIDES, AND REAR (MINIMUM 1/8" SCALE) \_\_\_\_\_**
1. Ridge height
  2. Side wall eve height.
  3. Open or closed in side walls.
  4. Door and window placement.
- B. FOUNDATION PLAN – Post hole and post sizes, Slab on Grade (Minimum 1/8" scale) \_\_\_\_\_**
1. Footing Sizes
  2. Treated Post dimensions.
  3. Thickened of concrete pads supporting beams or girder trusses.
  4. Concrete floor thickness. If no concrete floor is going to be poured then Engineering provided must state that.
- C. FLOOR PLAN - Each Level (finished or unfinished) with dimensions (Minimum 1/8" scale) \_\_\_\_\_**
1. If Second floor (Attic Storage) is installed? Joist directions, Post and footings size and spacing.
  2. Floor supporting footings, beams, and connections.
  3. Earth to wood separation distance.
- D. ROOF PLAN (Minimum 1/8" scale) \_\_\_\_\_**
1. Sheathing type and size.
  2. Truss or rafter size, spacing, and connections.
  3. Engineered truss calculations.
  4. Engineering reflecting if the building is an open bay building or a closed-bay building.
  5. Garage door openings.
  6. Interior second floor? Beams, girders, joist size and location.
  7. Make of manufacture metal panels including the gauge thickness, description of installing fastener per manufacture recommendations.
- E. CEILING PLAN (Minimum 1/8" scale) \_\_\_\_\_**
1. Ceiling Joist size and spacing. If joist engineered trusses must reflect the correct load for ceiling.
  2. Size and type of ceiling gypsum wallboard.
  3. Insulation, vapor barrier, and attic ventilation. ( If Heated )
  4. Ceiling Gypsum wallboard. ( If applicable)
- F. WALL (Minimum 1/8" scale) \_\_\_\_\_**
1. Purlin sizes space dimensions.
  2. Window and overhead door beams sizes.
  3. Exterior sheathing size and type.
  4. Type of exterior siding and application.
  5. Insulation, vapor barrier, ( If Heated )
  6. Wall Gypsum wallboard. (If applicable)
  7. Make of manufacture metal panels including the gauge thickness, description of installing fastener per manufacture recommendations.

**G. MISCELLANEOUS CONSTRUCTION DETAILS** (Minimum 1/8" scale) \_\_\_\_\_

1. 2<sup>nd</sup> floors require a joist plan, decking direction, support beams, footing sizes and spacing.
2. Stairway tread rise and run, handrail or guardrail height, spacing, and connections.
3. Water heater and furnace locations. ( If plumbing )

**H. Residential Energy code forms, Prescriptive Worksheet, Glazing Schedule Worksheet, and Heat Sizing Worksheet.**

1. (If heated by electric or propane) woodstoves are exempt.

**I. Site Analysis Plan** \_\_\_\_\_

1. Minimum 8½" x 11" size paper.
2. North Arrow.
3. Engineering Scale 1"=20 ft.
4. Development name, lot and block number.
5. Geographic ID, or Property ID.
6. Actual property configuration including dimensions.
7. Adjacent street names.
8. Actual structural footprint of existing and proposed structures with dimensions identified, including all impervious surfaces (sidewalks, driveways, concrete patios, etc.).
9. Existing and proposed building setbacks to property lines including dimensions.
10. Distances (in feet) between existing and proposed primary and accessory structures.
11. Location and dimensions of utility easements and rights-of-way.
12. Location of side sewer and potable water connection.
13. Location and dimension of driveway approach.
14. Building footprint square footage.
15. Site address

**I hereby verify that I have read and examined this checklist and have submitted the information as noted on this checklist. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINTED NAME**