

KLICKITAT COUNTY BUILDING DEPARTMENT



228 W. MAIN STREET, MS-CH-20, GOLDENDALE WASHINGTON 98620
PHONE 509 773-3706 • 800-583-8078 • FAX 509 773-2480
SKIP GRIMES: BUILDING & COMPLIANCE DIRECTOR

When filling out an application for building, be sure to complete the entire application. The property information is **very** important for reviewing the application. *The parcel number **must** be listed.* The contractor and his contractor license number **must** be provided in the appropriate place. If you are doing the work yourself, list **SELF** as the contractor.

When submitting an application for building any structure, whether it be a dwelling, garage, carport, agricultural building, commercial building, or storage shed, it must be accompanied by **one** (1) set of structural plans unless the plans have a copyright stamp on them, then we require **two** (2) sets. Take note in the attached pages of the information which must be provided in the structural plans. Also required at the time of submittal is the initial plan review fee. That amount will be determined by the valuation of the project. The plan review fee is non-refundable.

It will take approximately **two (2) to four (4) weeks** to process a building permit application, as the application must be routed to the appropriate agencies:

Planning Department: Located in Courthouse Annex 1, 228 W. Main St., Rm. #120, Goldendale, WA 98620, (509) 773-5703 or (800) 765-7239 – Provides information regarding setbacks, zoning and addresses. Must review and approve application prior to permit issuance.

Plans Examiner: Structural plans will be routed for review. You will be contacted by the Plans Examiner if there are any questions regarding your plans. An approved set of plans will be returned to you when the permit is issued.

Public Works Department: Located in Courthouse Annex 4, 115 S Golden, Goldendale, WA 98620, (509) 773-4616 or (800) 583-8074 – Provides information regarding roads, road approaches and other associated matters. Must review and approve application prior to permit issuance.

Klickitat County Health Department: Located in the Courthouse Annex 1, 228 W. Main St., Rm. #130, Goldendale, WA 98620, (509) 773-4565 or (888) 291-3521 – Provides information regarding sewage disposal method and water. If you have a **private water purveyor**, please indicate the **correct name of the purveyor** on the application. Must review and approve application for dwellings or any structure with plumbing prior to permit issuance.

If a dwelling is being constructed or an addition is being built onto a dwelling, an Energy Code worksheet will also need to be filled out. To complete the worksheet, begin on page 2, Steps 1 through 3. Then proceed through and complete all pages of the form answering any questions which apply to your particular project. Be aware that exhaust fans are required in all bathrooms, laundry rooms and kitchens, as well as, in some cases, a designated whole house exhaust fan. The Energy Code worksheet listing applicable items for which compliance is required will be returned to you with your approved plans when the building permit is issued.

If your project is a remodel/alteration or addition to a residential structure, you may be eligible for an exemption for physical improvement to a single family dwelling as per Chapter 84.36.400 RCW. Contact the Assessor's office at (509) 773-3715 or 800-764-2235 which is located at 205 S. Columbus, Rm. #200, Goldendale, WA, 98620, for more information.

When all the approvals are received, a bill for the remainder of the fee will be sent. Once all the fees are paid, the permit can be issued and the approved plans returned.

When a building permit is issued the permit holder must show continual progress every six (6) months or the permit will become null and void. You may apply for an extension of six (6) months if more time is needed. There is no cost for the extension.

The building permit will indicate the required inspections. Please contact the Building Department for an inspection **at least one (1)** working day before such inspection is desired. However, this should not be construed to mean that the Building Department is required to perform inspections within one (1) working day of notification, as the Building Department work load may not allow this convenience to the person doing the work. The Building Department will make every effort to accommodate you.

Although Klickitat County has no authority to enforce local covenants, it is a good idea to check and find out if there are any covenants attached to your property.

If you have any questions regarding the building permitting process, please contact this office at (509) 773-3706 or (800) 583-8078. Thank you for your careful attention to detail!

If your property is located in the National Scenic Area, the Columbia River Gorge Commission requires you to comply with all National Scenic Area regulations. They can be contacted at 509-493-3323.

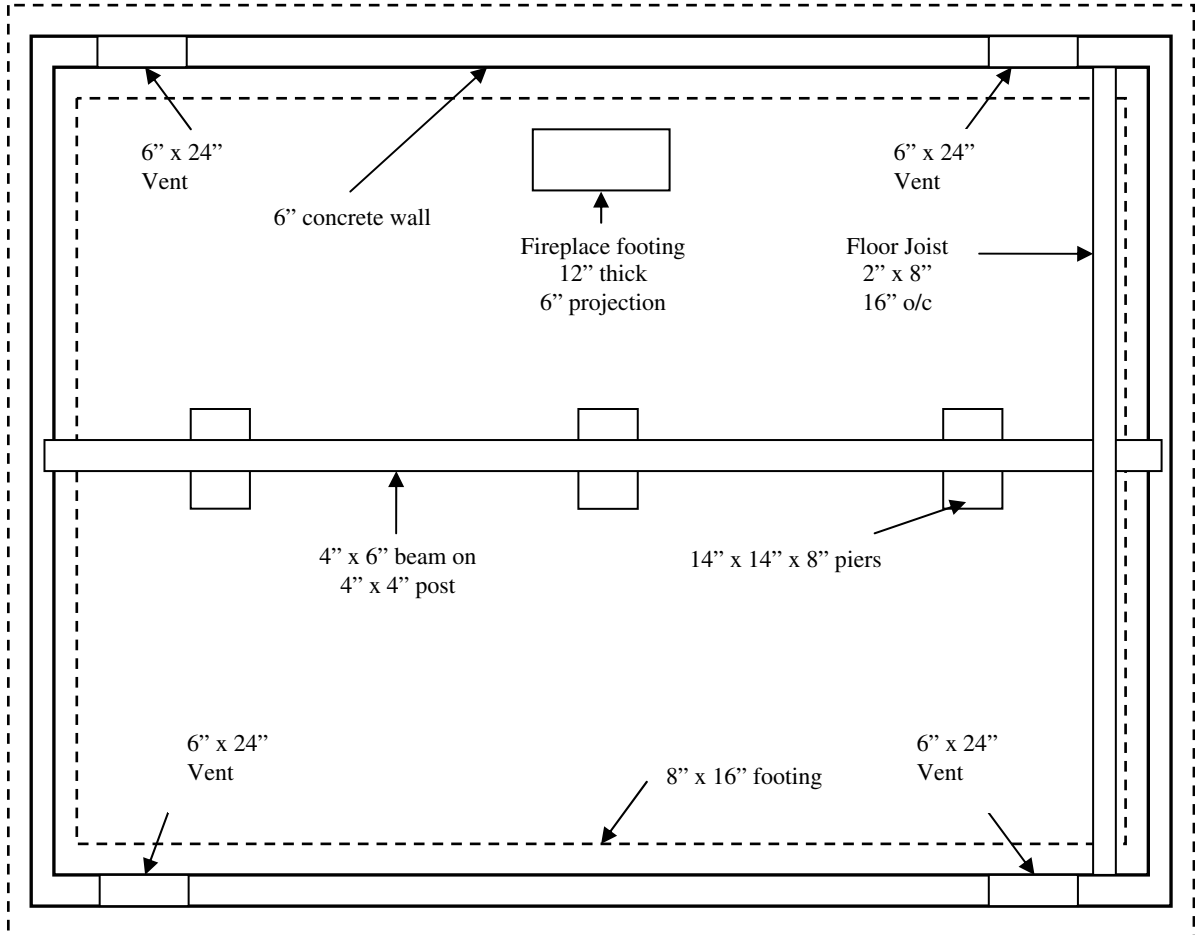
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PLAN REQUIREMENTS FOR STRUCTURES

All plans must be drawn to scale of at least one-eighth inch (1/8") equals one foot (1'), but preferably one-quarter inch (1/4") equals one foot (1'). Such plans must show at least the following information.

1. **A COMPLETE FOUNDATION PLAN** showing all the basic supports of the building, including footings, foundation walls, interior pier blocks, posts, girders, ventilation, and access openings. If a basement is to be constructed, the foundation plan should show the use of all areas in the basement. If unexcavated, so specify and provide for proper ventilation. Basement plans should also show the location and type of furnace, size of flue and fireplace and size of foundation for same, access to basement, direction of joists framing, size and location of posts and beams, and garage separation if a basement is planned.
2. **A FLOOR PLAN** should show the size and use of all rooms, size and location of all windows and doors, location of plumbing fixtures, appliances, location of chimney and fireplace, thickness of fireplace back, size of hearth, type of finish floor used, etc.
3. **STRUCTURAL CROSS SECTION** is a drawing of a building cut through the middle. We look at the exposed, phantom edge. The structural section will show the size of footings, thickness of foundation walls, grade of earth retained or backfilled against foundation walls, height of foundation wall extending above the permanent grade of the yard around the building, type of basement floor, size and spacing of studding, floor joists, rafters or trusses, and bracing of same, headers over large openings such as windows or garage doors, etc. A structural section should also show interior and exterior finish, sheathing and sub-floor, building paper, type of roofing, plates, joists bearing, ceiling height, clearance under joists when there is no basement, and all other pertinent details. All wood should be at least six inches (6") above any ground level except for joists which must be kept a minimum of eighteen inches (18") above ground level.

FOUNDATION PLAN EXAMPLE ONLY



SCALE: 1/4" = 1'

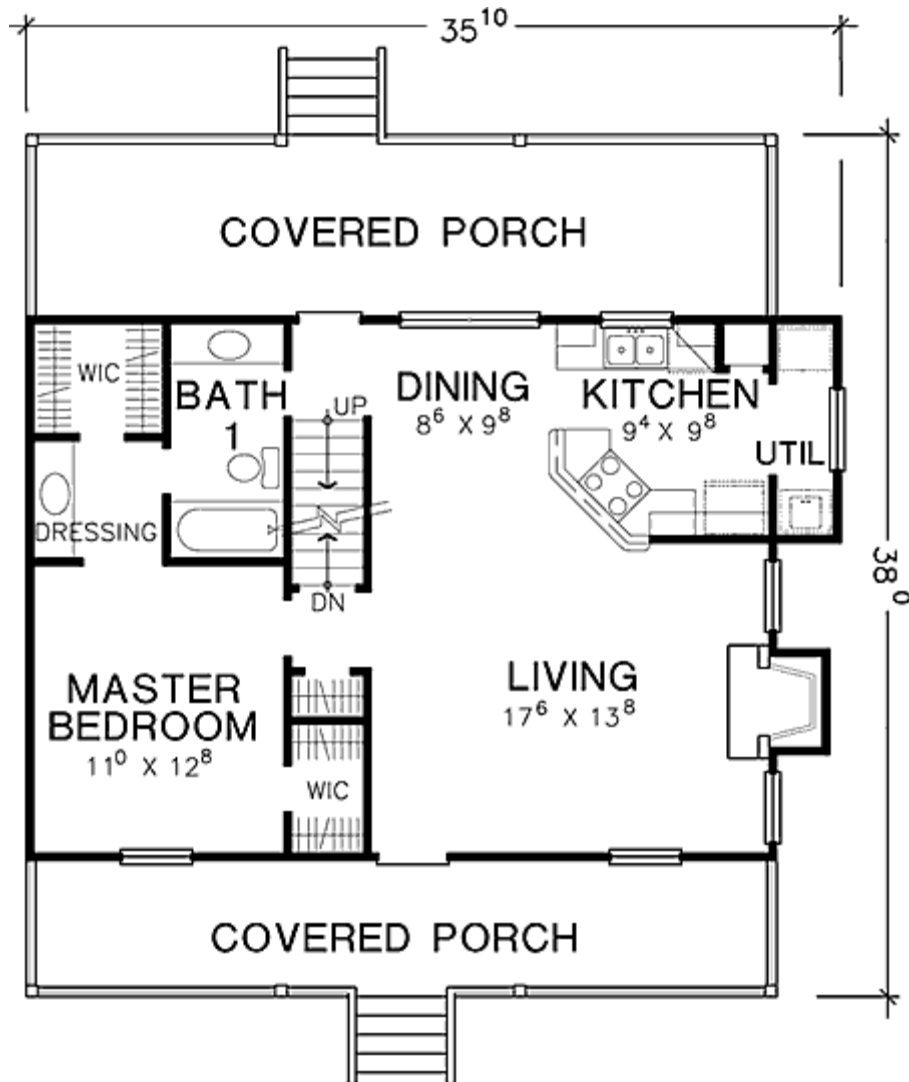
**ALL FOOTINGS/FOUNDATIONS SHALL BE
PLACED ON UNDISTURBED EARTH, OR:
CONTACT THE BUILDING DEPARTMENT**

1. Show the size and shape of the foundation wall
2. Show the location of beams, posts, footings, air vents or windows, access hole, stairways or doors.
3. Show the size, direction and spacing of floor joists.

NOTE:

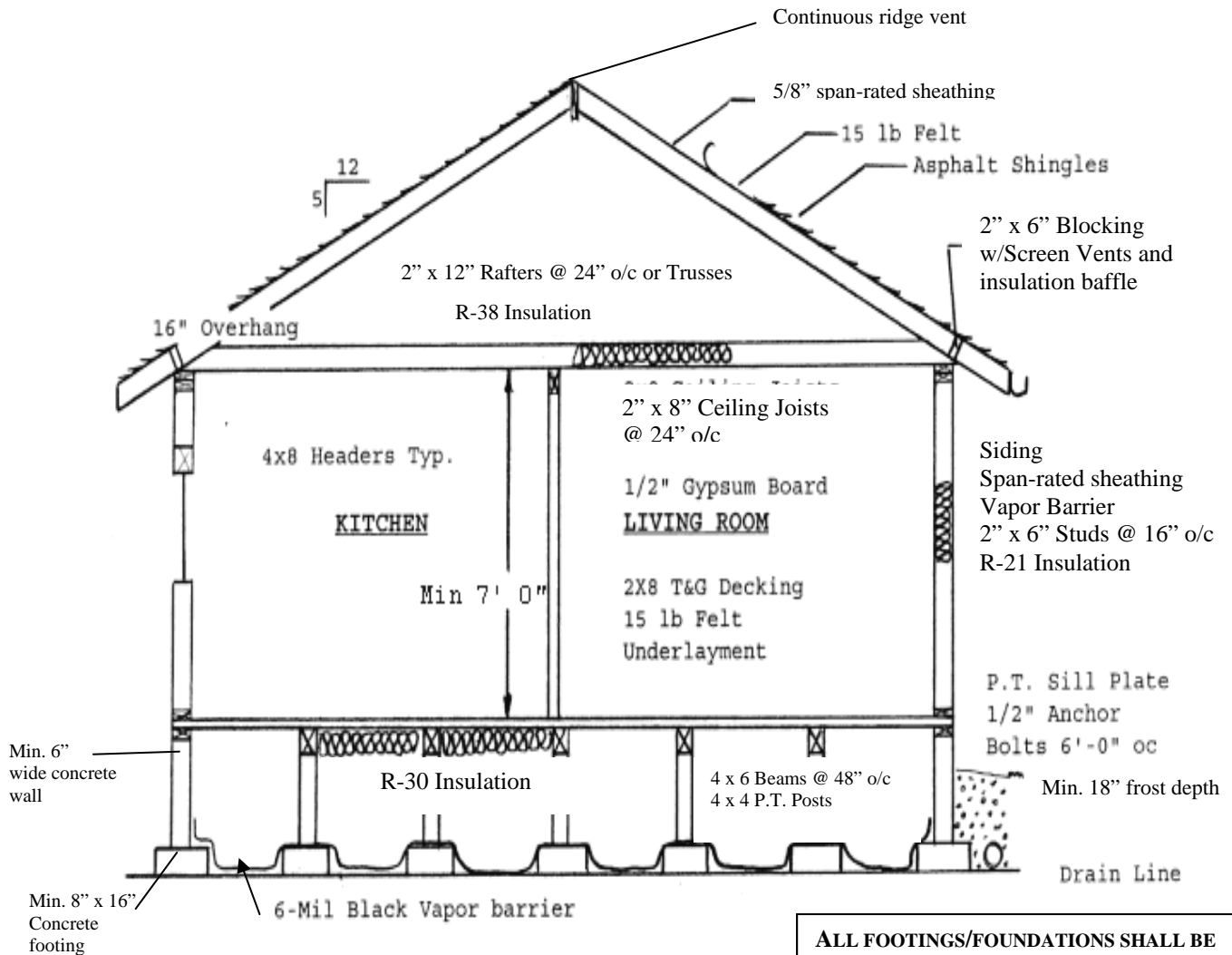
1. Call for inspection **before** pouring concrete.
2. The sizes depicted in the drawing above are for illustration purposes only.

**FLOOR PLAN
EXAMPLE ONLY**



1. Show arrangement of partitions and rooms.
2. Show location of plumbing fixtures, appliances and cupboards. Include location and sizes for windows and doors.
3. Location of chimney and fireplace.

CROSS SECTION EXAMPLE ONLY



ALL FOOTINGS/FOUNDATIONS SHALL BE PLACED ON UNDISTURBED EARTH, OR: CONTACT THE BUILDING DEPARTMENT

STRUCTURAL SECTION: A structural section is a drawing of a building cut through the middle. We look at the exposed, phantom edge. The structural section will show the size of footings, thickness of foundation wall, grade of earth retained or backfilled against foundation walls, height of building, type of basement floor, size and spacing of studding, floor joists, rafters or trusses and bracing of same, headers over large openings such as windows, doors or garage doors, etc. A structural section should also show interior and exterior finish, sheathing and sub-floor, building paper, type of roofing, plates, joist bearing, ceiling height, minimum 18 inches of clearance under joists when there is no basement; and all other pertinent details. All wood should be at least six (6) inches above ground level except for joists as specified above.

Klickitat County Building Department

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Goldendale, WA 98620
(509) 773-3706 or 800-583-8078
Fax (509) 773-2480

INSTRUCTIONS:

1. Print in INK or type this application form and return it.
2. Include one set of plans, engineering calculations, diagrams and any other pertinent information.
3. Do not start construction until building permit is issued
4. Your application will be held for 180 days. If you still have not obtained the necessary approvals for permit issuance, obtained the permit, or requested an extension, the application will be withdrawn.

GROUND SNOW LOAD _____

PERMIT NUMBER _____

APPLICATION FOR BUILDING PERMIT

P 1. OWNER/AUTHORIZED AGENT John & Jane Doe PHONE (555) 101-1234
 E 2. MAILING ADDRESS 70 EAST STATE STREET
 R CITY Somewhere STATE WA ZIP 00918
 S 3. RELATIONSHIP TO PROPERTY OWNER? SAME CONTRACTOR AGENT
 O OTHER, EXPLAIN _____
 N 4. PROPERTY OWNER _____ PHONE _____
 A 5. OWNER'S ADDRESS _____
 L CITY _____ STATE _____ ZIP _____

P 1. DESCRIPTION ¼ SECTION SW 2 SECTION 22 TOWNSHIP 3 RANGE 16
 R 2. PARCEL NUMBER 03-16-2251-0001/00
 O 3. IS THIS PARCEL PART OF A RECORDED SUBDIVISION OR SHORT PLAT? YES NO
 P 4. IF YES GIVE LOT # 1 BLOCK # 3 SUBDIVISION NAME First addition to Somewhere
 E 5. LOT SIZE _____ SQ. FT. OR 5 ACRES. SITE ADDRESS: 70 EAST STATE STREET
 R 6. PURCHASED FROM MARY Smith WHEN _____
 T 7. WHAT IS THE CURRENT USE OF THIS PROPERTY VACANT
 Y 8. IS THIS PROPERTY FLAT? YES NO IF NO, HOW MUCH SLOPE IS THERE? 3%
 9. DESCRIBE ALL EXISTING BUILDINGS & STRUCTURES ON THIS PARCEL none
 10. GIVE SPECIFIC DIRECTIONS TO PROJECT BY ROADS Hwy 142 to East State Street, ¼ mi

P 1. NEW CONSTRUCTION ALTERATION MOVING DEMOLITION REPAIR USE CHANGE OTHER
 R 2. RESIDENCE; #BEDROOMS 3 AGRICULTURE GARAGE COMMERCIAL OTHER
 O 3. DESCRIBE PROJECT 28' x 60' 2 bedroom 2 bath dwelling w/garage
 J 4. ELECTRIC GAS/PROPANE - NUMBER OF OUTLETS 4 PROPANE TANK - SIZE 500 GALLONS
 E 5. IS PROJECT WITHIN 200' OF A RIVER, LAKE OR STREAM OR 300' OF A WETLAND? NO IF SO NAME _____
 C 6. IS PROJECT LOCATED WITHIN 200 FEET OF A PUBLIC SEWER LINE? YES NO
 T 7. SEWAGE DISPOSAL METHOD (check one) CITY SEWER SEPTIC if so, Permit # 0012
 8. WATER SOURCE (check one) CITY WELL WATER ASSOCIATION, if so, name _____

CONTRACTOR Joe Fairday WASH. LICENSE # FAIRCO * 123 JL PHONE (509) 200-4567
 VALUATION OF PROJECT (not cost out value) \$ 213,000

This information is a true and correct representation of the project to the best of my ability. The Building Official may, in writing, suspend or revoke a permit whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of applicable codes.

SIGNATURE OF OWNER / AUTHORIZED AGENT Jane Doe DATE 6/6/08

FOR OFFICE USE ONLY				
DEPARTMENT REVIEW	DATE ROUTED	RESPONSE RECEIVED	DATE RE-ROUTED	RESPONSE RECEIVED
HEALTH DEPARTMENT				
ROAD DEPT.				
PLANNING DEPT.				
PLAN REVIEW				

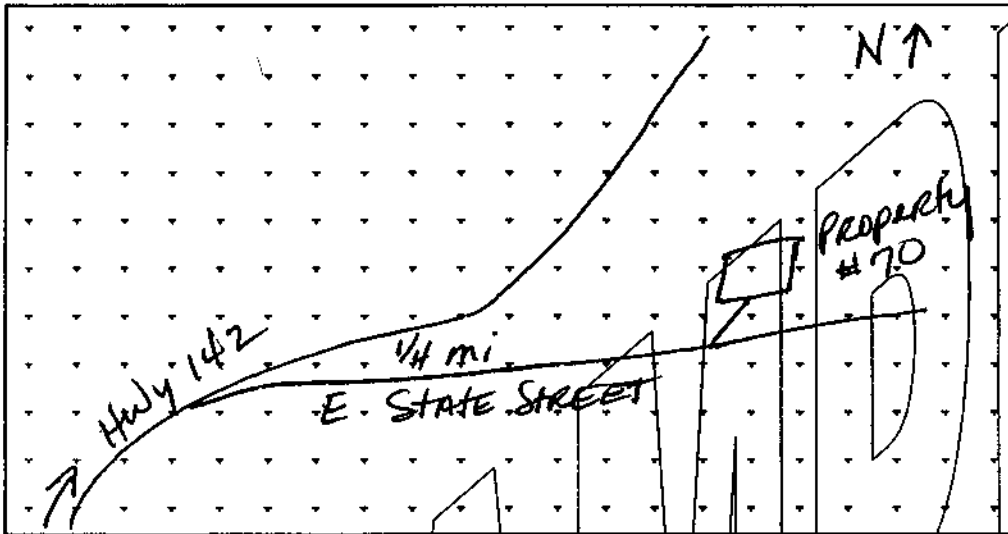
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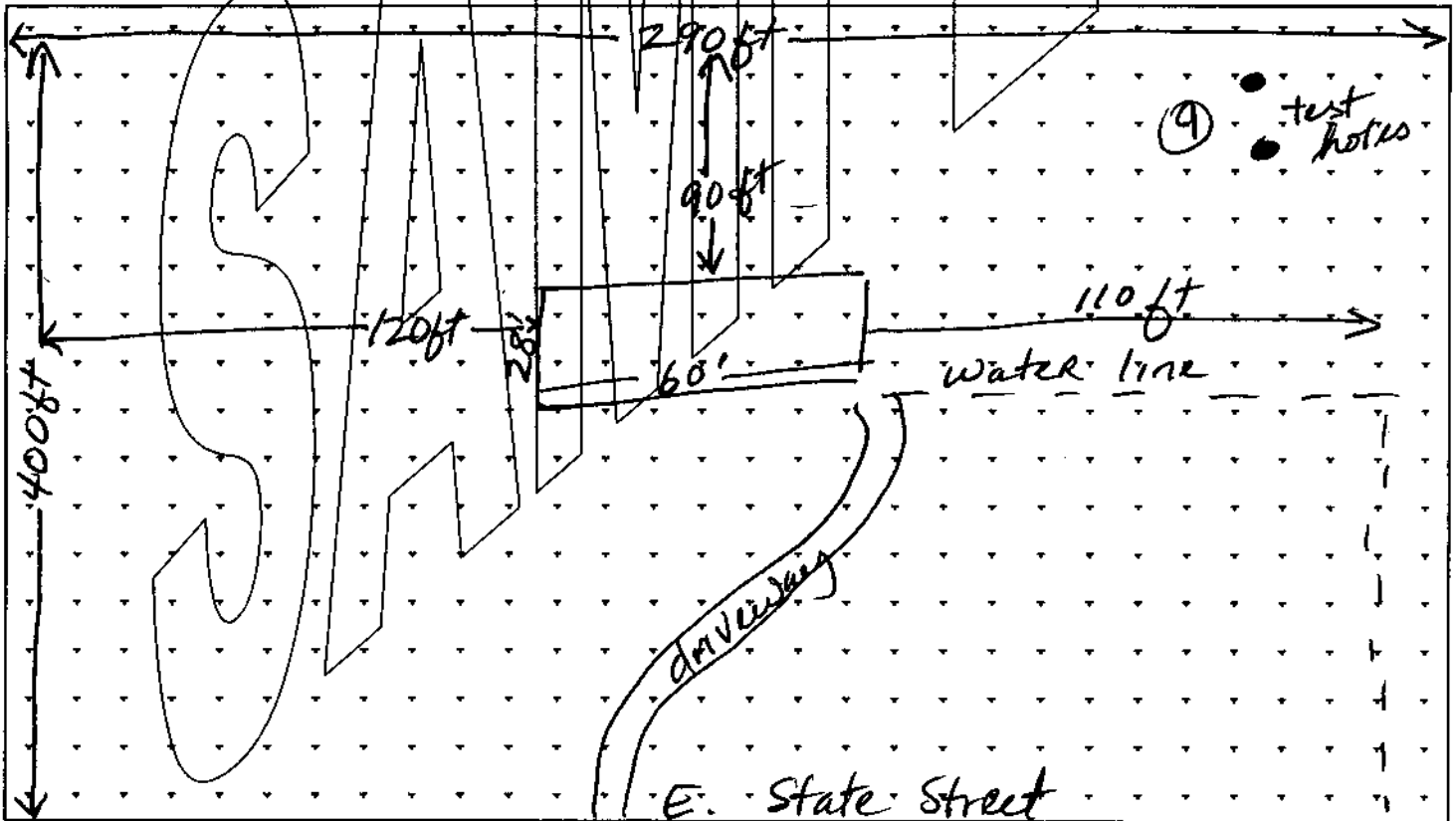
Vicinity sketch (Show how to find your property)

PERMIT NO. _____



- INDICATE ON LOWER GRID
1. Building size and location
 2. Driveway
 3. Water systems and pipes
 4. Domestic drinking water supplies within 200 ft of building site (springs etc)
 5. Bodies of water within 200 ft of building site (including seasonal)
 6. Property size, property lines
 7. Distance of building from property lines and other buildings
 8. Adjacent roads (including names)
 9. General area intended for sewage system
 10. Location of test holes
 11. Indicate which way is North
 12. Show all legal easements, rights of way, designated high water marks

Site Plan (Show how you plan to use this property) If parcel is less than two acres, plot plan must be to scale



This information is a true and correct representation of the project to the best of my ability.

Signed: June Doe

Date: 5/18/08