



KLICKITAT COUNTY BUILDING DEPARTMENT



115 WEST COURT STREET, MS-301, GOLDENDALE WASHINGTON 98620
PHONE 509 773-3706 • 800-583-8078 • FAX 509 773-2480

LYNN WARD: BUILDING DIRECTOR
BUILDINGDEPT@KLICKITATCOUNTY.ORG

INSTRUCTIONS TO APPLICANT

1. Complete the permit application. A more complete site plan will prevent any delays in processing your application. Be sure to complete both the upper and lower grids. Indicate distances to all property lines from proposed structure, as well as the distance to other structures.
2. Complete and sign the "Statement of Acknowledgement". **Contact Klickitat County Building Department for the ground snow load specific to your parcel prior to notarization.** No changes to this form shall be made after it has been notarized. **Must be legally notarized.**
3. Return all paperwork to the Building Department. (Application, site plan and notarized Statement of Acknowledgement.)

DO NOT SEND PAYMENT WITH APPLICATION

4. The application will be processed.
5. We will route the application to the Planning Department and Public Works/Road Department for approval. Please contact them directly for any forms and/or fees that may be associated with your project. Upon approval by the Planning Department, Road Department and the Building Department, the permit will be ready to be issued. **You will be billed for the cost of the permit and recording fees.** Once the permit fee is paid, the permit will be issued and the Statement of Acknowledgement will be recorded.
6. You must start construction within 180 days of permit issuance or the permit will become invalid. No extension of application or permit will be issued. After 180 days, an on-site inspection will be performed by Klickitat County Building Department to verify commencement of work only.

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.

**** Klickitat County will be unable to assist you in any way with the design of this structure.**

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115 West Court Street, MS-301, Goldendale, WA 98620
 Phone (509) 773-3706 or (800) 583-8078 or Fax (509) 773-2480
 Email: buildingdept@klickitatcounty.org

INSTRUCTIONS:

1. Print in INK or type this application form and return it.
2. Fill out all requested information applicable to your project.
3. Do not start construction until permit is issued.

PERMIT # _____

APPLICATION FOR SPECIAL OUTBUILDING PERMIT

P 1. APPLICANT _____ PHONE _____

E 2. MAILING ADDRESS _____ EMAIL _____

R CITY _____ STATE _____ ZIP _____

S 3. RELATIONSHIP TO PROPERTY OWNER? SAME CONTRACTOR AGENT OTHER, EXPLAIN _____

O 4. PROPERTY OWNER _____ PHONE _____

N 5. OWNER'S ADDRESS _____ EMAIL _____

A CITY _____ STATE _____ ZIP _____

L 6. CONTRACTOR - SELF

P 1. TAX PARCEL NUMBER _____

R 2. IS THIS PARCEL PART OF A RECORDED SUBDIVISION OR SHORT PLAT? YES NO

O 3. IF YES GIVE LOT # _____ BLOCK # _____ SUBDIVISION NAME _____

P 4. SITE ADDRESS _____ LOT SIZE _____ SQ.FT. OR _____ ACRES

E 5. PURCHASED FROM _____ WHEN _____

R 6. WHAT IS THE CURRENT USE OF THIS PROPERTY _____

T 7. IS THIS PROPERTY FLAT? YES NO IF NO, HOW MUCH SLOPE IS THERE? _____

Y 8. DESCRIBE ALL EXISTING BUILDINGS & STRUCTURES ON THIS PARCEL _____

9. GIVE SPECIFIC DIRECTIONS TO PROJECT BY ROADS _____

P 1. DESCRIBE PROJECT & SPECIFIC USE OF STRUCTURE _____

R _____

O 2. I-502 RELATED? YES NO

J 3. AGRICULTURAL USE? YES NO (SEE AGRICULTURAL DEFINITION – ITEM #1 OF STATEMENT OF ACKNOWLEDGEMENT)

E 4. IS PROJECT WITHIN 200' OF A RIVER, LAKE OR STREAM OR 300' OF A WETLAND? YES NO IF SO, NAME _____

C 5. IS PROJECT LOCATED WITHIN 200' OF A PUBLIC SEWER LINE? YES NO

T 6. DOES THIS PROJECT CONTAIN ANY PLUMBING OR HEATING/MECHANICAL? YES NO

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 APPLICANT _____ DATE _____

FOR OFFICE USE ONLY

DEPARTMENT REVIEW	DATE ROUTED	DATE RECEIVED	DATE RE-ROUTED	RESPONSE RECEIVED
ROAD DEPARTMENT				
PLANNING DEPT				
NOTARIZED STMT OF ACKNOWLEDGEMENT				

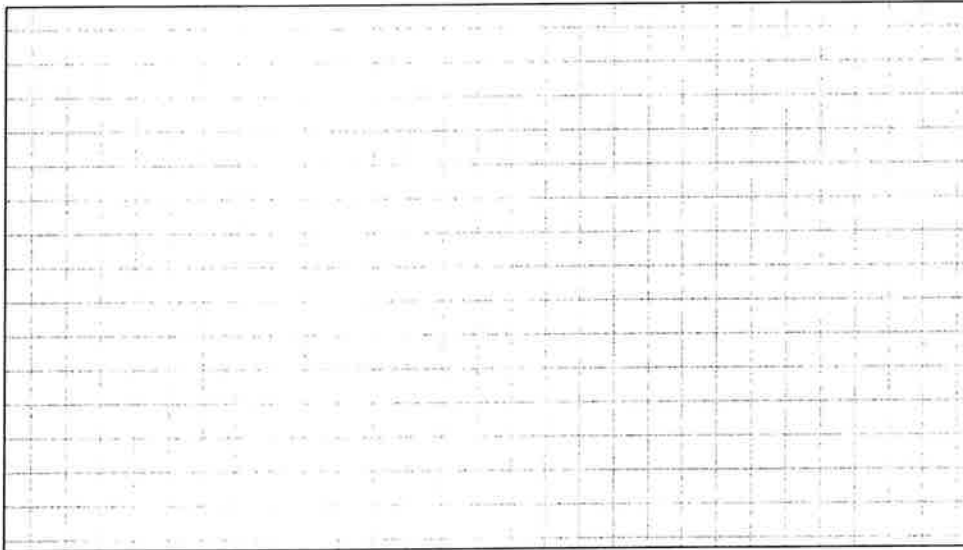
❖ If your property is located in the National Scenic Area, the Columbia River Gorge Commission requires you to comply with all National Scenic Area regulations. They can be contacted at (509) 493-3323 Rev. 11/29/21

PERMIT # _____

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Vicinity Sketch: How do we find your property? Is there a gate we need unlocked?



NOTES:

If the location or orientation of any structures need to change, notify the Building Department PRIOR to making revisions. If the intended use of your property and/or structure(s) change, notify the Building Department PRIOR to making the changes. We are required to re-route to all other departments as applicable before proceeding. All necessary approvals are needed before we can approve revisions.

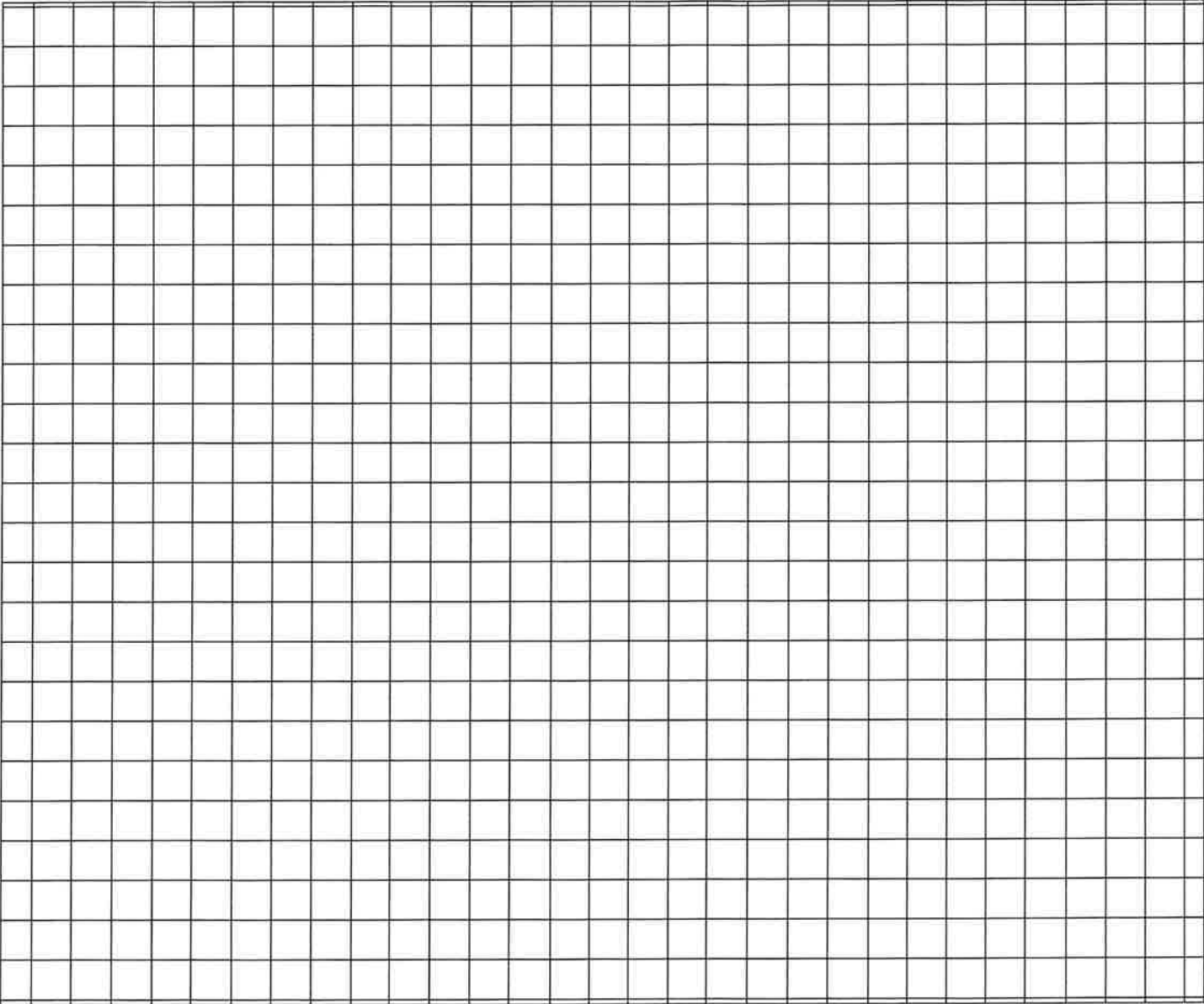
This information is a true and correct representation of the project to the best of my ability.

Signed: _____ Date: _____

PERMIT # _____

*Does not need to be drawn to scale. Does need to indicate all setbacks in all directions.
Provide accurate legible information to avoid delays.*

Site Plan: How do you plan to use this property? What structures exist and will be added?



INDICATE ON SITE PLAN GRID:

- ___ 1. **ALL** existing and proposed buildings, sizes and locations for this permit
- ___ 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 all property lines and other buildings
- ___ 8. Adjacent roads (including names)
- ___ 9. Indicate which way is North
- ___ 10. Show all legal easements, rights of way, designated high water marks

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OUTBUILDING STATEMENT OF ACKNOWLEDGMENT

NOTE: Klickitat County **strongly** recommends that any individual obtain a normal permit which has undergone a thorough and comprehensive plan review, including structural analysis, for any structure they intend to build.

I, (Print Name) _____, having knowingly requested a permit issued pursuant to Section 312.1.2 of the International Building Code (IBC) hereby acknowledge that information listed below is true and I understand and agree to all conditions listed below:

1. This structure is a Group U Occupancy, which includes private garages, carports, sheds and agricultural buildings. (Agricultural building is defined as a structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged; nor shall it be a place used by the public.)
2. I am building the structure myself.
3. The structure is detached from all other structures except those structures permitted pursuant to Section 312.1.2 of the IBC.
4. The structure is separated by a minimum of one hundred feet (100') from all property lines unless the structure complies with the exception in Section 312.1.2(1)(c) of the IBC, in which case the structure is separated by _____ feet.
5. The structure is separated by a minimum of forty-five feet (45') from all other structures on the same property except those structures permitted pursuant to Section 312.1.2(1)(d) of the IBC.
6. The structure complies with all other applicable setback requirements if the applicable setback requirements exceed one hundred feet (100'). Those setbacks are as follows:

1 7. I understand that no plan review or inspections shall be performed by the Klickitat County
2 Building Department and therefore, Klickitat County assumes no liability for the structural
3 integrity, setbacks or other applicable codes, regulations or requirements normally enforced
by this jurisdiction.

4 8. I understand that Klickitat County will be unable to assist me with the design of this structure
5 or to be of any assistance in **any way**.

6 9. I understand Klickitat County makes no guarantee that if I propose to use this structure for
7 any other purpose, that authorization will be granted. I further understand that conversion of
8 this structure for another use shall require engineering and certification of construction by an
engineer.

9 10. I understand that construction shall start within 180 days of permit issuance or the permit will
10 become invalid. No extension of application or permit will be issued. An on site inspection
11 will be performed by Klickitat County Building Department to verify commencement of
work only.

12 11. I understand that for parcel # _____, the design criteria is as follows:

- 13 • Ground Snow Load _____ psf
14 • Wind Design Speed _____ 110 mph
15 • Exposure _____ B
• Seismic Design Category _____ C

16 12. I understand that this exemption does not include electrical, plumbing or mechanical
17 activities, and unless otherwise exempted, separate electrical, plumbing and mechanical
18 permit(s) will be required for the above exempted items. Such other department review and
compliance will include, but not be limited to the following:

- 19 a) Road Department – approved road approach permits in accordance with the
20 requirements as adopted by the Road Department or a certification that the road
21 approach permit(s) is not required.
22 b) Health Department – approved plan and permit for sewage disposal facilities in
23 accordance with the requirements as adopted by the Health District or other agency
24 or agencies with jurisdiction.
25 c) Planning Department – approval of compliance with the policies and guidelines of
26 the State Environmental Policy Act, Klickitat County Flood Plain Ordinance, Zoning
27 Ordinance and other applicable regulations administered by the Planning
28 Department.

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(509) 773-3706

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13. I understand that this notarized document shall be recorded with the title to subject property at the Klickitat County Auditors Office and that this document shall remain with the property title until legally removed. I further understand that all recording fees shall be my responsibility.

Applicant Date

STATE OF WASHINGTON)
) ss.
County of Klickitat)

I, the undersigned, a notary public in and for the State of _____, hereby certify that on this _____ day of _____, 20____, personally appeared before me, _____, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that he signed and sealed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and official seal the day and year last above written.

Printed _____ Commission Expires _____

Notary Public in and for the State of _____

Klickitat County Building Official Date