



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
LYNN WARD: 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. List **SELF** as the contractor if you are doing the work.

When submitting an application for building any structure, whether it be a dwelling, deck, garage, carport, agricultural building, commercial building, well house 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. Truss layout and specification sheets shall be submitted **at the time of plan review**. Also required at the time of the 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 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 water purveyor on the application. Must review and approve application 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 completed. 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.

Well houses, larger than 120 square feet, require a separate permit. Faucets shall be frost free and have a backflow prevention device. If the well house is heated, it shall be insulated.

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 180 days or the permit will become invalid. You may apply for an extension up to 180 days if more time is needed. The first 2 extensions are at no charge, but after 2 there will be a fee, as set forth in Klickitat County Code.

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.

KLICKITAT COUNTY BUILDING DEPARTMENT

SAMPLE

INSTRUCTIONS:

1. Print in INK or type this application form and return it.
2. Fill out all requested information applicable to your project.
3. Include two sets of plans, engineering calculations, diagrams and any other pertinent information, as applicable to your project.
4. Do not start construction until permit is issued.

228 W Main St., MS-CH-20
Goldendale, WA 98620
Phone (509) 773-3706 or (800) 583-8078 Fax (509) 773-2480

PERMIT # _____
Ground Snow Load _____

APPLICATION FOR PERMIT

P 1. OWNER/AUTHORIZED AGENT Joe Fairday PHONE 555-101-1234

E 2. MAILING ADDRESS 432 Fairday Rd. EMAIL fairday@gorge.net

R CITY Some where STATE WA ZIP 99999

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

O 4. PROPERTY OWNER John and Jane Doe PHONE 339-229-1287

N 5. OWNER'S ADDRESS 70 E. State St. EMAIL doed@gmail.com

A CITY Idunoo STATE OR ZIP 97777

L 6. CONTRACTOR OR SELF Fairday Construction PHONE 555-101-1234

WASHINGTON LICENSE # Fairco * 123JL EMAIL fairday@gorge.net

7. MOBILE HOME INSTALLER OR SELF N/A PHONE _____

WASHINGTON LICENSE # _____ EMAIL _____

P 1. TAX PARCEL NUMBER 03-13-2251-0011/00

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

O 3. IF YES GIVE LOT # 1 BLOCK # 3 SUBDIVISION NAME Mountain View Acres

P 4. SITE ADDRESS 70 E. State St. LOT SIZE _____ SQ.FT. OR 1 ACRES

E 5. PURCHASED FROM Betty Doe WHEN 2010

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

T 7. IS THIS PROPERTY FLAT? YES NO IF NO, HOW MUCH SLOPE IS THERE? 3%

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

9. GIVE SPECIFIC DIRECTIONS TO PROJECT BY ROADS Hwy. 11 to E. State Street.
The property is on the right. Driveway is marked.

FOR OFFICE USE ONLY

DEPARTMENT REVIEW	DATE ROUTED	DATE RECEIVED	DATE RE-ROUTED	RESPONSE RECEIVED
HEALTH DEPARTMENT				
ROAD DEPARTMENT				
PLANNING DEPT				
PLAN REVIEW				
DEPT OF L & I				
INSTALLATION INST.				

* 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

SAMPLE

- T 1. TYPE OF WORK: NEW CONSTRUCTION ALTERATION REPAIR DEMOLITION USE CHANGE
Y MOBILE HOME COMMERCIAL COACH CONTAINER MECHANICAL PLUMBING
P 2. CATEGORY OF WORK: PRIMARY RESIDENCE ACCESSORY DWELLING UNIT GARAGE AGRICULTURAL
E COMMERCIAL 1502 RELATED? YES (CIRCLE ONE) OTHER _____

- P 1. DESCRIBE PROJECT & SPECIFIC USE OF STRUCTURE build a new house for
R our family w/ detached 500 s.f. garage
O 2. PROJECT WITHIN 200' OF A RIVER, LAKE OR STREAM OR 300' OF A WETLAND? YES NO IF SO, NAME _____
J 3. PROJECT LOCATED WITHIN 200' OF A PUBLIC SEWER LINE? YES NO
E 4. WATER SOURCE CITY WELL WATER ASSOCIATION, if so, Rainbow Waters
C 5. SEWAGE DISPOSAL METHOD CITY SEWER SEPTIC if so, Date Installed 2013
T 6. HEAT SOURCE ELECTRIC NATURAL GAS PROPANE - TANK SIZE # 200 GALLONS # OF GAS OUTLETS 3
 DUCTED SYSTEM ALL DUCT WORK IN HEATED SPACE? YES NO
7. DETAILS: # SQ. FT. 1800 # OF BEDROOMS 3 VALUATION OF PROJECT(not cost but value) 220,000.00

MOBILE/MANUFACTURED HOME PLACEMENTS

- M 1. IS THIS MANUFACTURED HOME TO BE AN ACCESSORY DWELLING UNIT? YES NO
B 2. ORIGIN OF HOME _____ SIZE: SW DW TW QUAD (CIRCLE ONE)
H 3. MAKE _____ MODEL _____ YEAR _____ DIMENSIONS _____
M 4. FOOTING CONCRETE RUNNERS CONCRETE BLOCK PIT SET OTHER _____
5. SKIRTING CONCRETE BLOCK CONCRETE METAL WOOD OTHER _____

CONTAINER PLACEMENT

- C 1. LENGTH _____ WIDTH _____ HEIGHT _____ WEIGHT _____
O 2. HAS CONTAINER BEEN ALTERED? YES NO IF YES, DESCRIBE ALTERATION _____
N _____
T 3. PROPOSED USE: _____

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 Joe Fairday DATE 2-1-16

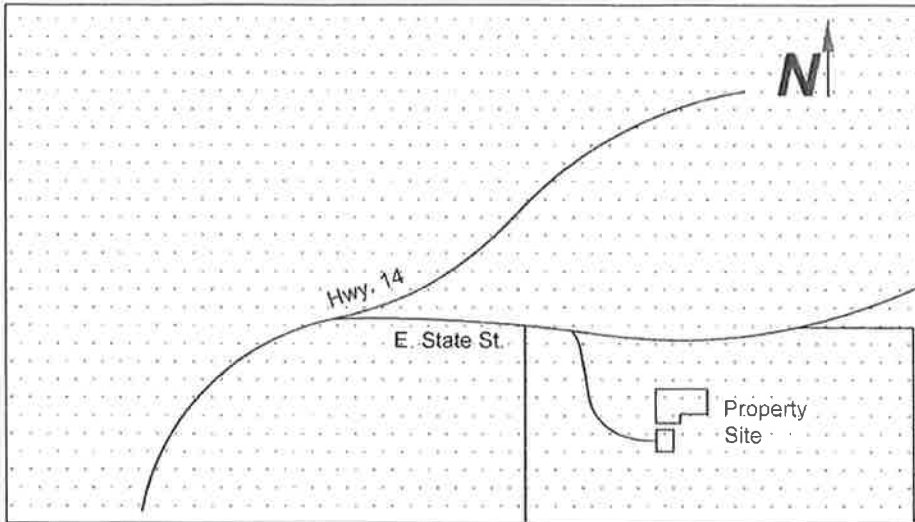
❖ If your property is located in the National Scenic Area, the Columbia River Gorge Commission requires you to comply with all National Scenic Area regulations. They can be contacted at (509) 493-3323

Klickitat County Building Department

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Vicinity Sketch (Show how to find your property)

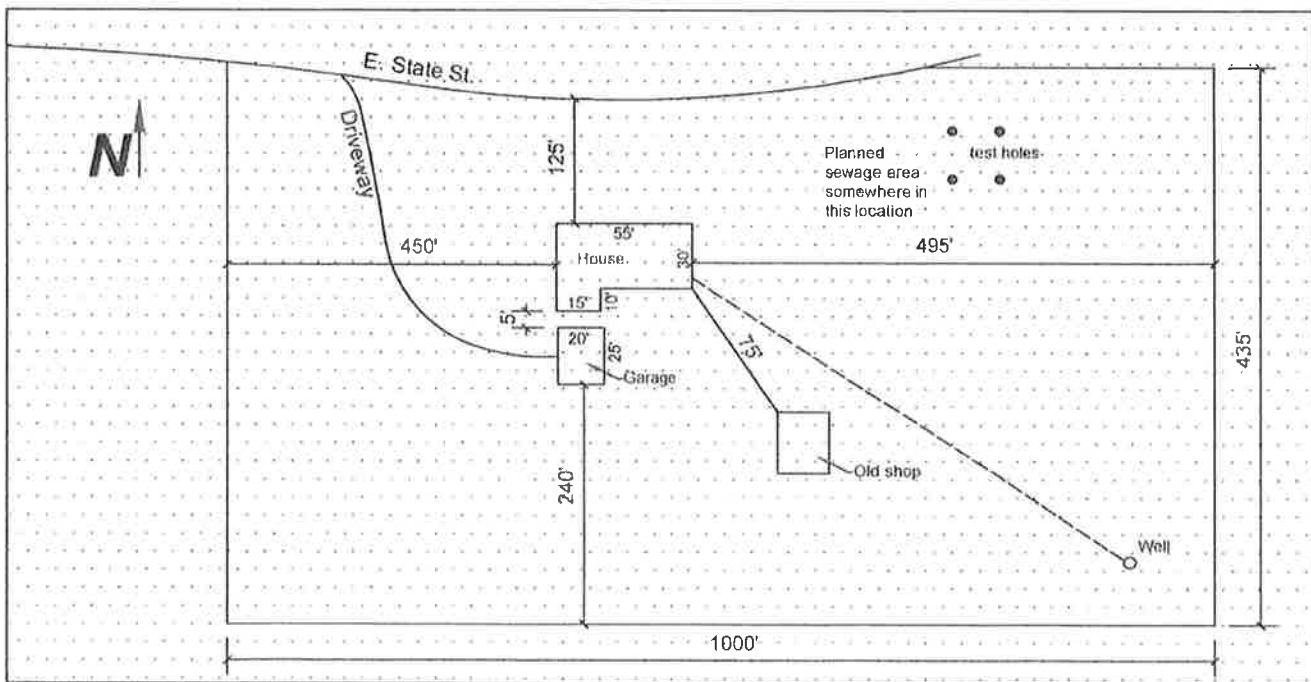
PERMIT NO. _____



INDICATE ON LOWER GRID

1. ALL buildings, sizes and locations
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. General area intended for sewage system
10. Location of existing sewage disposal system
11. Location of test holes
12. Indicate which way is North
13. Show all legal easements, rights of way, designated high water marks

Site Plan (Show how you plan to use this property)



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

Signed: Joe Fairday Date: 2-1-16

KLICKITAT COUNTY BUILDING DEPARTMENT

Why get permits?

- Building codes are adopted and continually updated statewide to ensure individual and community safety.
- Permit fees pay for review of plans and on-site inspections of work to ensure minimum building code compliance.
- Knowledgeable county code professionals work with licensed contractors and homeowners to make projects successful.
- Permits provide a permanent record of work performed and inspections conducted on the project.
- Individuals and the public are more secure knowing that construction meets current codes and standards.
- Final approval of a project adds validity and value – important to owners, agents, lenders and insurers.

Common misconceptions:

- **Building codes are overly restrictive.** Codes are nationally developed and are the minimum requirement that construction and products must meet. The county building official can approve alternatives.
- **Permits are a type of tax.** Permit fees are project specific fees for review and inspection services.
- **It is not a big deal to do work without permits.** Building permits are required by state law. They are the standard upon which future owners, lenders, and insurers rely and for which the current owner is solely responsible. Proceeding without a permit could put your home and family at risk and require costly repairs in the future.
- **My contractor said a permit is not required or that they cost too much.** A contractor who is working without a permit may be unlicensed or unqualified which could create additional liability for you. Check contractor and subcontractor licensed to ensure that a contractor is legally licensed and bonded to work in Washington.

Unpermitted Structures:

- If you have purchased, built, or contracted work without a permit, it is important to bring it into compliance. We cooperatively work with customers every day to bring current and completed construction projects into compliance.
- Coming into compliance is always better sooner than later. It is easier to get documentation or first-hand information about the project. Trying to complete work with pressures of a loan or transaction is more frustrating.
- Contact us at (509)-773-3706 or (800)-583-8078 for more information on ways to bring projects into compliance and up to code standards.

KLICKITAT COUNTY BUILDING DEPARTMENT

PLAN REQUIREMENTS FOR STRUCTURES

All plans must be drawn to scale of at least 1/4" equals 1'. Plans drawn at a scale of 1/8" equals 1' may be accepted if all of the verbiage is legible. Such plans must show at least the following information. To avoid delays, plans shall be legible and all necessary information provided.

1. **A COMPLETE FOUNDATION PLAN** showing all the basic supports of the building, including footings, foundation walls, interior pier pads, 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.

******By code, prescriptive shear walls cannot exceed 12' in height without providing engineering. Therefore, stamped and signed engineering by an Engineer licensed in the State of Washington, shall be required to document code compliance, including foundation or any other portions required by the engineer.**

******Foundations placed on fill material or steep lots are subject to Engineered Foundations and a Geo-Technical report. If these conditions exist, contact the Building Department for additional information.**



Trusses

R502.11 Wood trusses.

Wood trusses shall be designed in accordance with approved engineering practice.

The truss design drawings shall be prepared by a registered design professional.

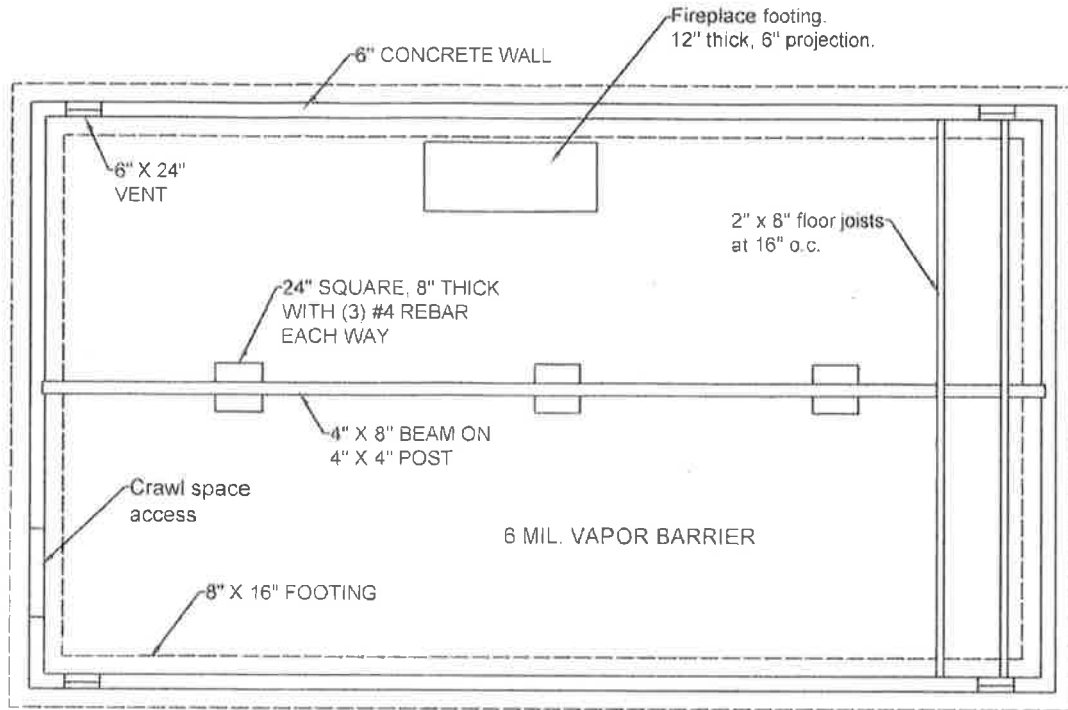
Trusses shall be braced to prevent rotation and to provide lateral stability.

Truss members and components shall not be cut, notched, spliced or otherwise altered in any way without the approval of a registered design professional. Alterations resulting in the addition of load that exceeds the design load for the truss, shall not be permitted without verification that the truss is capable of supporting the additional load. (Equipment, water heaters, HVAC, framing, etc.)

Truss design drawings shall be submitted to the building official and approved prior to installation. Please provide the truss layout and specification sheets at the time of plan review. This greatly assists the plan review process when sizing headers and point loads at the foundation. It also ensures that the correct ground snow load has been used in determining roof snow load.

R802.11.1.1 Truss uplift resistance. Trusses shall be attached to supporting wall assemblies by connections capable of resisting uplift forces as specified on the Truss Design Drawings for the wind speed of 110 mph minimum.

FOUNDATION PLAN EXAMPLE



Foundation Plan

SCALE: $\frac{1}{4}" = 1'$

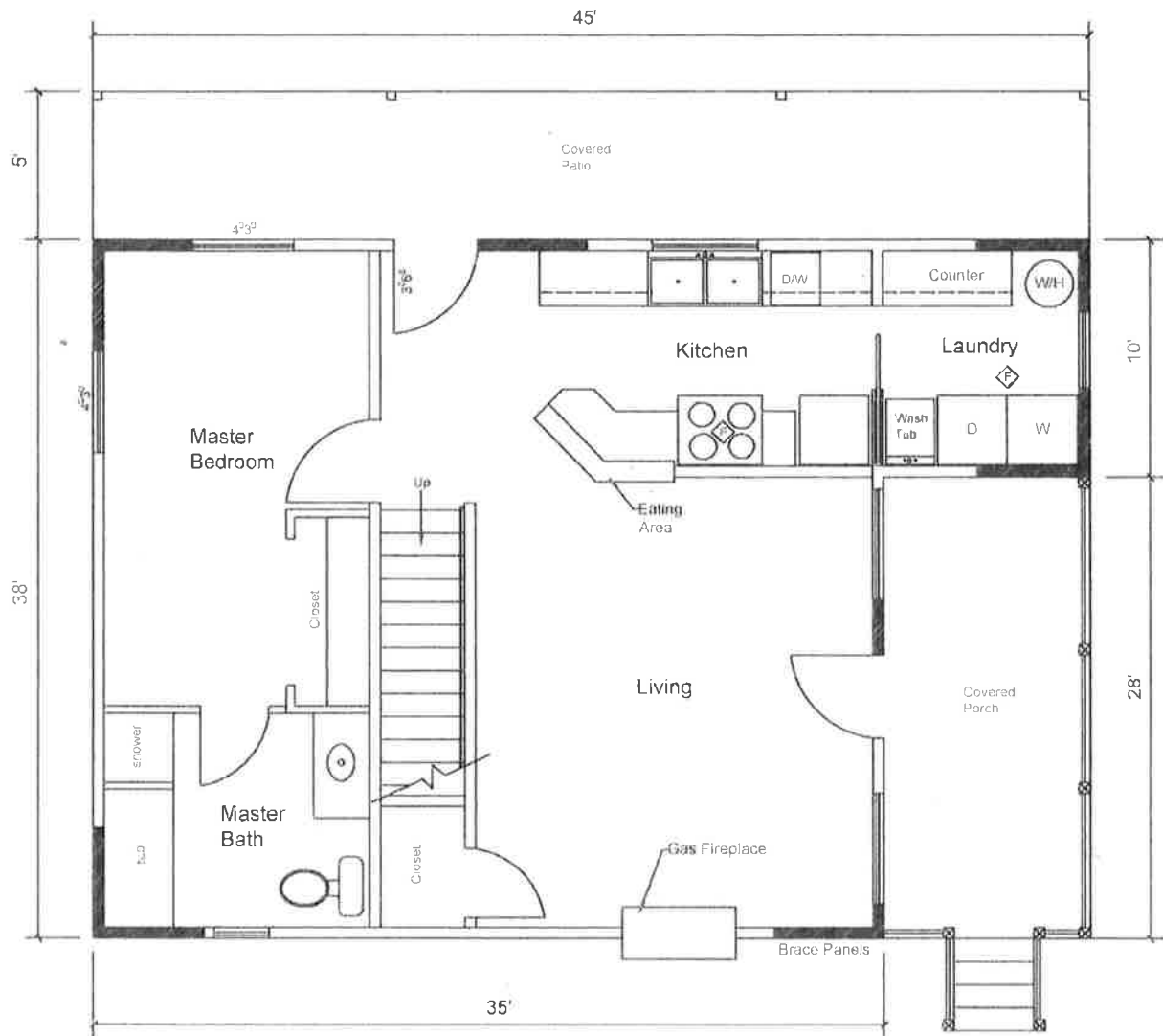
ALL FOOTINGS/FOUNDATIONS SHALL BE PLACED ON UNDISTURBED EARTH, OR CONTACT THE BUILDING DEPARTMENT

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

NOTE:

1. Call for inspection **before** pouring concrete. Klickitat County cannot verify what is not inspected. Engineer Certification may be required for work performed without benefit of inspection.
2. The sizes depicted in the drawing above are for illustration purposes only

FLOOR PLAN EXAMPLE



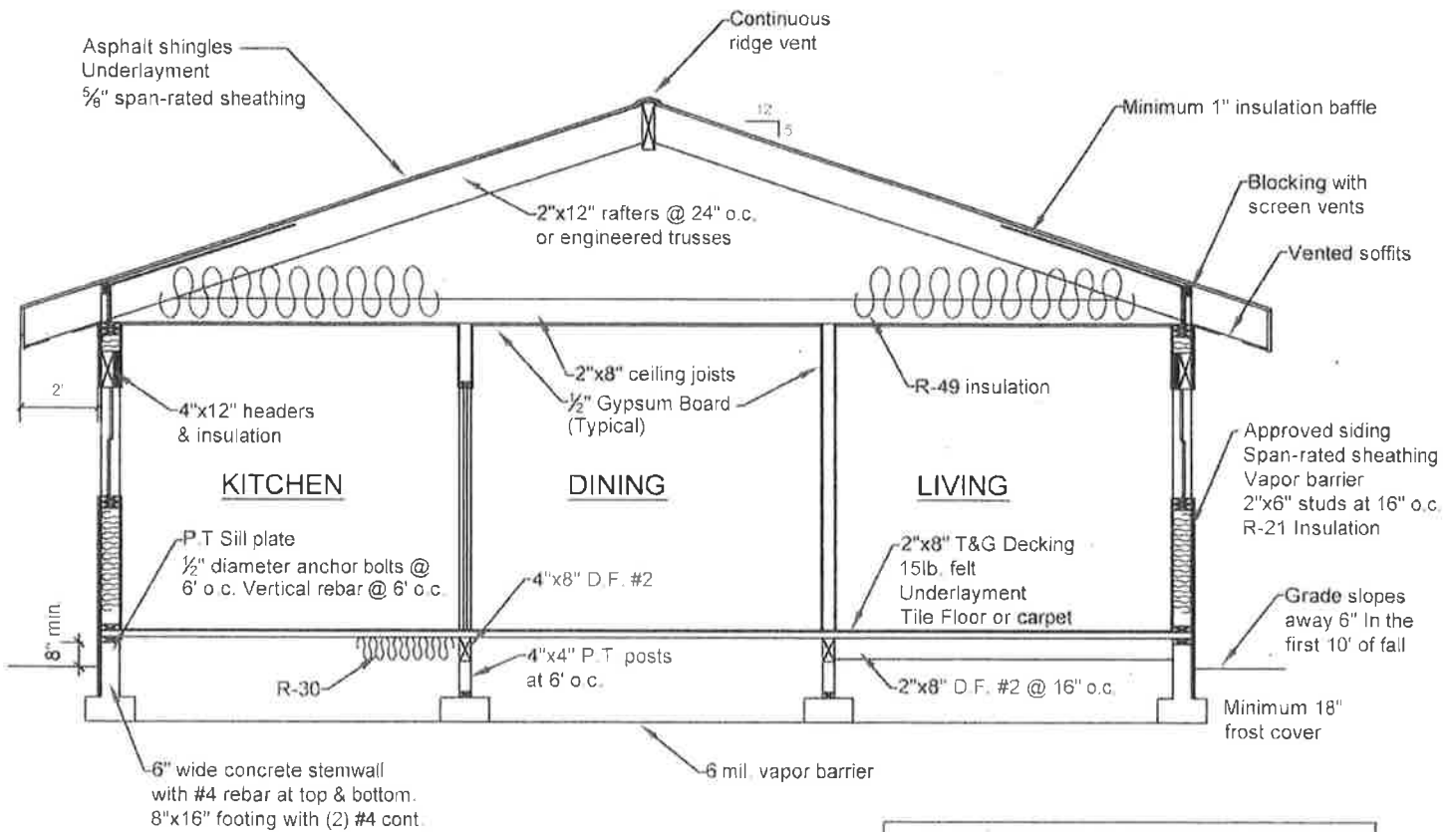
Main Floor Plan

SCALE: $\frac{1}{4}" = 1'$

1. Show arrangement of partitions and rooms. Label rooms.
2. Show location of plumbing fixtures, appliances and cupboards. Include location and sizes for windows and doors.
3. Location of chimneys and fireplaces.
4. Indicate any items or features unique to your project.

CROSS SECTION EXAMPLE

** Single wall heights taller than 12' shall require engineering.



Cross Section
SCALE: 1/4" = 1'

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 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 shall be at least six (6) inches above ground level except for joists as specified above.