



Residential Building Permits

BP-6

Department of Building and Planning

The purpose of this brochure is to provide an overview of what information is necessary to complete your permit application and to answer some common questions related to your residential building permit. Residential construction shall conform to standards adopted by Spokane County and the State of Washington, such as the International Residential Code, Uniform Plumbing Code, the Washington State Energy Code, Spokane County Zoning Code and other Land Use regulations. Building sites must conform to applicable regulations governing the division of land. Other local ordinances could impact your project depending upon its specific nature and location. Remodels, additions or repairs to residential structures require information similar to that for new construction.

In general, you will need a building permit any time you construct a new structure or enlarge, remodel, relocate or demolish an existing structure. Residential accessory buildings such as tool and storage sheds which are a single story and less than 200 square feet in area are exempt from permit requirements. Permits are required to be obtained prior to construction.

SUBMITTAL

In order to submit an application, the following information needs to be provided:

- Parcel number of the proposed site
- Legal description of the proposed site (Note: This information can be found on your property tax statement or may be obtained from the County Assessor's office.)
- Street address (If your property does not have an address, one will be assigned at the time of permit application.)
- Site plan (see BP-72)
- For residential projects, one set of foundation plans, floor plans, elevations, cross sections and

structural details are required. Minimum 11X17 (1/8-inch scale).

- Complete sets of truss and beam specifications
- Calculations and footings sized for the loads imposed.
- Mechanical and ventilation form and the Washington State Energy Credit compliance form.

Some unconventional construction not specifically covered by the International Residential Code may require plans stamped by an architect or engineer licensed in the State of Washington. These may include, but not limited to bearing walls with studs over 10 feet not laterally supported, non-bearing 2X6 (gable end) studs over 20 feet, log homes, earth sheltered homes, pole buildings, etc.

TIME FRAME

For a new house, when a septic system is not involved, your application and plans are complete, and the proposal clearly conforms to the codes and ordinances adopted by Spokane County, the permit may be issued within 5-7 days. If plans are incomplete, the process length is dependent upon the time it takes to obtain proper documentation. For additions, alterations and outbuildings a permit may often be issued the same day after review by county staff. In the case of new construction involving installation of a septic system, or alterations to a septic system, additional days will be necessary to allow review of the sewage disposal system by the Spokane Regional Health District. Homes proposing use of private water wells for domestic water use may be required to provide evidence of legal access to withdraw water from the well via water rights issued by the Department of Ecology.

OTHER PERMITS

Many residential projects require plumbing and mechanical permits in conjunction with the building permit. Both are issued by this department. All three may be issued as a single combination permit or obtained separately.

Approvals or permits from other county and state agencies may be required prior to the release of your building permit:

- Septic Systems-Spokane Regional Health District 324.1560
- Sewer-Spokane County Department of Building and Planning 477.3675
- Flood plain, curb cuts, driveway approaches and the construction of curbs and sidewalks-Spokane County Division of Public Works Department 477.3600
- Electrical (in unincorporated areas of the county)-Washington State Department of Labor and Industries 324.2640.
- For connection to the power distribution lines, contact the serving utility.
- Contact the appropriate utility for connection to a public water system.
- Critical areas like wetlands, steep slopes or rivers/ streams-Division of Building and Planning 477.3675. These areas may require review by Washington State Department of Fish and Wildlife or other agencies.

INSPECTIONS

The following inspections are commonly required by the County Code dependent upon house design:

- Footings
- Foundation
- Underground Plumbing
- Sub-Slab radon
- Rough-in/ Top-off Plumbing
- Gas Piping
- HVAC Equipment
- Braced Walls

- Framing
- Insulation
- Final

It is the responsibility of the permittee to request appropriate inspections and provide access to the work. The work needs to remain accessible and exposed for inspection purposes until approved. Failure to request appropriate inspections or covering work prior to approval may necessitate the removal of certain parts of the construction at the owner's expense. Final approval is required prior to use or occupancy of the permitted structure.

When you are ready for any of the listed inspections, please call 477.3675 or 477.7501, and give your name, project address, permit number and type of inspection needed. For same day inspections call by 7 am.

You can request an inspection on-line at <https://co-spokane-wa.smartgovcommunity.com/Public/Home>. If you already have a portal account, just log in. If you have any questions regarding requesting inspections online, feel free to call us at 477.3675.

EXPIRATIONS

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. Building permits shall automatically expire and become invalid by limitation of time (3) three years from the date of permit issuance. The Director is authorized within his/her discretion to grant (1) one extension of time, for a period not to exceed 180 days. A request for an extension shall be made by the permit holder in writing and shall be submitted to and received by the Spokane County Building and Planning Department prior to the expiration date of the permit and shall demonstrate just cause for the request extension.

Other permits not issued in conjunction with the construction or completion of a building or structure shall automatically expire and become invalid by limitation of time (18) eighteen months from the date of permit issuance.