



Building Permit Information (509) 397-5217

Located at:

310 N. Main

2nd Floor

Public Service Building
Colfax, Washington 99111

Mark Storey, Public Works Director

Dean Cornelison, Engineer

Ginny Rumiser, Building Inspector

David Werner, Building Permit Specialist

Mailing Address:

PO Box 430

Colfax, WA 99111-0430

Application Instructions

General Instructions: Please fill out the application as completely as possible. You may find that some of the blanks are not relevant to your project. If you cannot find some information, please ask for assistance. We may be able to simplify and explain the various sections.

Owner Information: Owner's name, mailing address and phone number where you can be reached, from 8:00 am to 5:00 pm.

Site Information: **Provide site address. If new site, contact Whitman County Planning at (509) 397-5209 for new address.** Give directions to site from the nearest intersection. A copy of the deed for the property will have the Section, Township and Range. Check your tax statement or call the Whitman County Assessor at (509) 397-6220, to find the parcel number for the property.

Describe Work: What is the project, what will it be used for, will paint, welding equipment or other hazardous materials be used or stored in the building? How many square feet, how many stories, what type of materials and construction, what phase of construction is covered by the permit and any other pertinent information.

Valuation: Is determined by one of the following methods:

1. Multiplying the number of square feet times the cost per square foot for the building type listed on the *Building Valuation Data* sheet. This information is available from the Building Department, or
2. Cost of materials times 2, or
3. A contractor's bid price.

Square Feet: Of building space that is heated.

Energy Code Information: Please ask for, "*What You Need to Know to Meet the Energy Code*", if you are building a residential project. Commercial projects: Please attach a summary of any energy takeoffs and lighting budgets. A mechanical contractor or your local utility could be helpful in selecting the best system for your needs.

Application Instructions (continued)

Compliance Path: Prescriptive is the easiest to qualify for meeting minimum standards of insulation in ceilings and floors, U-values of doors and windows and furnace efficiency and ventilation. Component is slightly more difficult, requiring some calculations and documentation of design. System analysis is a complete study normally done by a design professional with the aid of a computer to model the site factors and the building systems.

Contractor Information & Plans By: Similar to owner's information, but with the contractor's license number(s) added. WAINS number is for Manufactured Home installers only.

Heating Fuel: What type of fuel will supply your primary heating needs? List electric if used as backup.

Furnace: Size in btu's and efficiency. Efficiency is expressed as a percentage representing the Annual Fuel Utilization Efficiency (AFUE), for gas, oil or propane. For heat pumps, it is expressed in either Heating Season Performance Factor (HSPF) or Coefficient of Performance (COP). Electric is assumed to be 100% efficient.

Glass to Floor: Divide the window area by the floor area. Include heated spaces only in the calculations.

Plumbing Fixtures: List quantities and locations.

Building Plans: Building plans are required for all projects, except reroofs, residing and other similar work. **Please submit two (2) complete sets of plans; either 11" x 17" or rolled 24" as well as a PDF copy emailed to david.werner@whitmancounty.net.** A complete set of drawings and specifications includes a site plan, a foundation plan, floor plans, wall sections, details, cross sections and exterior elevations (side views). Plans shall be drawn to scale on paper. Remember to show in sufficient detail the following: concrete reinforcing size and shape, location of crawl space and attic access, ventilation both mechanical and natural, beam and joist sizes, grade, length and spacing, engineer stamped trusses, handrail and guardrail detail.

Interior remodeling projects need only include a description of the work to be accomplished and typical framing plans. Exterior remodeling that will expand the existing building must include all relevant drawings, including elevations of affected sides, foundation and site plans, etc. If the nature of the work is such that some of the required plans, calculations, construction inspection requirements, etc., are not necessary, the building official may waive those requirements.

Site Plan

- Setbacks from roadways & property lines
- Names of road(s)
- Indicate north & scale of drawing
- Property lines & easements with dimensions
- Existing structures
- Slope of land (grade and direction)
- Utilities, power lines, sewer, septic/drain field & well locations
- Creeks, rivers, drainage ways & other water bodies
- Driveways, walkways & retaining walls

A survey of the property may be required to verify the placement of the structure and insure compliance with the approved site plan.

Foundation Plan

- Footings, piers & foundation walls
- Reinforcing (grade, size, spacing)
- Foundation vents
- Posts & beams (sizes, spans, direction)

Application Instructions (continued)

Floor Plan

- Room uses & sizes
- Window & door locations; sizes, types, u-values
- Egress windows (escape)
- Skylights
- Plumbing fixtures
- Smoke detector locations
- Exhaust fans in bath, laundry, kitchen & other required rooms
- Stairways, risers, runs, treads, handrails, guardrails, etc.
- Locations of hot water tank, furnaces, wood stoves, fireplaces & combustion air for each
- Crawl space & attic access (size, location)
- Show whole house mechanical ventilation system
- Show complete dimensions

Wall Sections

- Braced Wall Line Requirements
- Floor joist size & spacing & layout
- Floor sheathing material
- Wall stud size & spacing & layout
- Ceiling height
- Typical wall barriers, sheathing & siding
- Sheetrock or interior finish
- Rafters, ceiling joists, trusses (size, spans, spacing)
- Attic ventilation
- Typical roof sheathing, roofing material, roof pitch
- Insulation material, R-values in walls, floor, ceiling & slab
- Headers (size, spans)
- Anchor bolts & pressure treated bottom plates
- Truss specs & layout

Exterior Elevations

- Chimneys
- Finished grade
- Building height
- Window and door locations
- Deck, steps, handrails, guardrails
- Roof slope

Information & Criteria

Jurisdiction: All of unincorporated Whitman County. On the back of this pamphlet is a list of cities and their office numbers which provide their own building inspections.

Design Criteria:

Snow Load: 30# ground / 30# Roof Minimum

Seismic Zone: B

Frost Depth: 32 inches

Wind Load: 110 miles per hour gust

Exposure: C

Soil Bearing Value: 1,500 pounds per sq ft

Designs incorporating higher values are acceptable when accompanied by a soils report prepared by a professional soils engineer.

Information & Criteria (continued)

Trusses: A stamped truss design by an engineer or architect (licensed in the State of Washington) is required for all trusses. Homemade trusses are permitted if inspected and documented by an engineer or architect after assembly and prior to erection.

WA State Energy Code Information: WA State Energy Code Information and calculation information links may be obtained using the web address: www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx

Code References:

- **2021 International Building / Residential Code**
- **2021 International Fire Code**
- **2021 International Mechanical Code**
- **2021 Uniform Plumbing Code**
- **2021 Washington State Energy Code**
- **Ventilation Indoor Air Quality Code**

Other Agencies

Whitman County:

Whitman County Courthouse (509) 397-4622
Whitman County Health Department (509) 397-6280
Whitman County Planning Department (509) 397-5211

Electrical Inspections / Mobile Home Alterations / Contractor & Subcontractor Registration:

Dept. of Labor & Industries
1250 Bishop Blvd SE
Suite G
PO Box 847
Pullman, WA 99163-0847
(509) 334-5296
1-800-509-0025

Lead-Based Paint Program: Contact the Washington State Dept. of Commerce Lead Paint Program at (360) 586-5323 (LEAD,) or visit www.commerce.wa.gov/lead, or email the lead program lbpin-fo@commerce.wa.gov before renovating or remodeling activities in pre-1978 residential buildings or child occupied facilities to ensure your compliance with applicable Washington lead regulations.

City Building Inspectors:

Albion	(509) 332-5095
Colfax	(509) 397-3861
Colton	(509) 397-5217
Endicott	(509) 397-5217
Farmington	(509) 287-2500
Garfield	(509) 635-1604
LaCrosse	(509) 549-3330
Lamont	(509) 397-5217
Malden	(509) 397-5217
Oakesdale	(509) 285-4020
Palouse	(509) 878-1811
Pullman	(509) 334-4555
Rosalia	(509) 526-5991
St. John	(509) 648-3905
Tekoa	(509) 284-3861
Uniontown	(509) 229-3805

Building Inspections

How to call for an Inspection: The inspector will respond as soon as schedules allow. Due to the large geographical area of Whitman County, **requests for inspections should be made 24 hours in advance.** With a one day notice, inspections can usually be made at your convenience. Call the Whitman County Building Department at 509-397-5217, to schedule your inspection.

The County is aware of the costs to builders whenever work must stop for inspections. Every effort is made to inspect the job site in a timely manner. However, critical work such as concrete pours should not be scheduled until the required inspections have been made and passed. A re-inspection fee is charged each time the inspector must return for re-inspection of work not ready for inspection.

Permit Expiration: Building permits expire if work does not get underway within 180 days (six months), or if work is suspended for 180 days or more. The permit may be extended if application is made before the permit expires and the Building Official is satisfied that circumstances beyond the control of the permittee have prevented construction progress. If a contractor will perform the work, it is still the final responsibility of the owner to make sure all inspections are requested.

Types of Inspections:

- **Footing/pier/foundation Inspection** is made after the trenches are excavated, forms are erected and when all reinforcement is in place. If site mixed concrete is used, all materials must be on site.
- **Underground Plumbing Inspection** is made before all piping is covered by earth or concrete. An air or water test of plumbing is required to be on the systems for this inspection.
- **Framing, Mechanical & Rough Plumbing Inspection** is made after all framing, fire blocking and bracing are in place and all pipes, chimneys, ducts and electrical are complete. All plumbing and gas piping must be tested in accordance with the applicable codes at this time.
- **Shear Wall/ Sheathing Inspection** is made after framing but before the protective house wrap envelope is installed. Shear wall inspections are to verify nail size and spacing, sheathing sizing, brace wall framing where necessary, and any other hardware and hold-downs.
- **Envelope and Flashing Inspection** is made after shear wall and sheathing are approved. The building envelope is the protective barrier installed on the outside of exterior walls before any siding is installed.
- **Insulation and Vent Inspection** is to be made before any lathing and/or wallboard taping or mud is applied.
- **Lath, Wallboard, sheetrock Nailing Inspection** is made before any plaster and/or wallboard taping or mud is applied.
- **Roof Decking** during a re-roof, if the roof decking is found to be damaged, it will need to be replaced. This inspection is to check nail sizing and spacing and the staggering of plywood seams.
- **Shower Pan/Liner** is made after the shower is framed and waterproof barrier is installed but before tile is installed.
- **Grading Inspection** a grading permit is needed when any grading (cutting or filling operation), or any earth materials are planned to be imported or exported to or from any job site. This is often done through special inspections.
- **Gas/Water Line Inspection** is made after the piping has been installed and pressurized but before connected to the utility. Line pressure needs to hold for a 15-minute test.
- **Title Elimination** is made on manufactured homes if there is no approved final inspection on record for the property.
- **Demolition Final** is made after the demolition is complete. The inspection is to verify that the demolition is complete with no debris left behind.
- **Final Inspection** is made after the building or structure is complete and ready for occupancy or service. For mobile structures this inspection must be within 30 days of moving into the structure.

10 Steps to Obtain and Complete a Building Permit

1. Inquiry with the Planning Department to determine zoning, setbacks, protected land requirements, and if a road permit is needed. There could be Planning Department fees depending on the nature of the project and it's location.
2. Pre-design Conference (optional).
3. Submit Building Permit Application Form & TWO sets of plans .
4. We will generate an invoice which includes the building permit fee, Planning review fee, state fee, and any additional required Planning Department fees. This invoice needs to be paid before any further review.
5. Once the invoice is paid, the plans will be reviewed by our Plans Examiner for code compliance. If any corrections or additional information is needed, we will let you know.
6. If fees have been paid and the Plans Examiner has no other issues with the project, then your building permit will be issued.
7. We will return to you, one of the sets of plans with a stamp of approval. THIS NEEDS TO REMAIN ONSITE WITH THE PERMIT CARD UNTIL THE FINAL INSPECTION IS SIGNED (WA IBC/IRC 105.7).
8. Inspections need to be called into our office (509) 397-5217 as needed for the project. The required inspections will be marked on the permit card.
9. After all required inspections have passed, then a final inspection will need to be called in for a final approval of the project.
10. Your project is now complete and we will mail you a Certificate of Occupancy in the mail if needed (smaller projects may not require a Certificate of Occupancy).