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CITY OF SELAH

PERMIT SERVICES

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CODE ENFORCEMENT OFFICE

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INTRODUCTION

This handout has been prepared to provide general information to homeowners in the planning and construction of projects on their own residential property. Construction projects are subject to building codes and zoning ordinances. They work in conjunction with one another to protect the public.

PURPOSE

The purpose of regulating building codes is to provide minimum standards to safeguard life and limb, health, property and public welfare by regulating and controlling design, construction and quality of materials of structures within this jurisdiction.

CODES/ORDINANCES

The City of Selah uses the current editions of the International Building Code; the International Residential Code, Uniform Plumbing Code; International Mechanical Code; International Fire Code; Washington State Energy Code; Ventilation and Indoor Air Quality Code and has adopted some amendments thereto. Most cities and counties have adopted these codes. These codes are technical in nature by virtue of the fact they are intended to regulate all types of construction from small residential additions to large commercial structures.

Copies of the codes are generally available through Permit Services at Public Works in Selah for those who wish to investigate the more complex requirements and alternatives.

The International Building Code requires that prior to construction, a permit be obtained through the City of Selah Code Enforcement Office for……

- New Construction
- Patio covers (lattice and solid)
- Enclosed patios
- Bonus room and garage conversion
- Additions and alterations
- Pools and spas
- Sheds and detached accessory structures that exceed a total floor or roof area of 200 square feet.
- Carports, canopies and awnings
- Fences over 6'-0" in height
- Retaining or garden walls which are more the 4'-0" from bottom of footing to top of wall
- Plumbing, mechanical, and structural repairs
- Re-roofing.
- Decks exceeding 200 square feet in area, that are more than 30 inches above *grade* at any point, are attached to a *dwelling* and serve the exit door required by Section R311.4.

Should you have questions regarding permit requirements, please contact the Code Enforcement Office at 698-7369

The "Zoning Ordinance of the City of Selah" is the source for zoning regulations in Selah. The ordinance regulates residential, commercial, industrial, and agricultural development within the city.

The zoning ordinance provides provisions and limitations on proposed development for:

- Building setbacks from easements and property lines
- Height limitations of structures
- Maximum lot coverage requirements
- Flood plain and flood hazard areas
- Permitted uses in each zone
- Shoreline permits
- Overlay districts
- Variances
- Special property permits

Although building permits are not required for some projects, Planning Department approval may be necessary.

Please contact a "Permit Technician" at 698-7365 or Code Enforcement office 698-7369 for specific provisions of your property.

Responsibility for Information:

Although staff members will aid you with general questions about completing this form, it is ultimately your responsibility to provide accurate information.

*****NOTE*****

Failure to obtain permits constitutes a violation of city ordinances. Building without a permit may result in added cost, and even an order to stop construction. If improvements do not meet recognized Building and Safety Standards, removal may be ordered. Check with City of Selah Code Enforcement office **before** beginning your construction project.

Upon selling your property, **RCW 64.06.020** require that you accurately identify all known latent defects of any type, and any known construction on your property without permits, from the time you took ownership of the property.

FEES

Building permit fees are based on the valuation of the work proposed, computed on the cost per square foot for the type of construction intended. Some permits are a set flat fee, i.e., re-roofing,

demolition, etc. Plumbing permit fees are based on the number of fixtures installed. The plan check fee is equal to 65% of the building permit fee.

PLAN PREPARATION

Proper preparation of plans is the key to obtaining a permit without unnecessary delays. Plan carefully. Make certain that your plans clearly indicate **what** you are going to do, **where** you are going to do it and **how** you proposed to do it. Preliminary information may be obtained at the Code Enforcement Office. A pre permit/construction meeting between the Code Official, Fire Official, Community Planner, property owner and/or Public Works Official will help to elevate or answer any questions prior to submittal of plans.

SUBMITTAL FOR PLAN REVIEW

Requirements

Three complete sets of building plans are required for Residential and four complete sets for Commercial and must be drawn to scale. They must clearly indicate the location; nature of intended work proposed and shows that the work will conform to all codes in force. **NO DEFERRED OR PARTIALSUBMITTALS.**

A complete set of plans (3) shall include, but is not limited to the following:

- Tract number, lot number, assessor's parcel number and complete address. (You may find this on your tax bill or recorded deed).
- A site plan showing the configuration and size of the lot that the building will be placed on:
- The site plan must show the set back distance from the structure(s) to the property lines so staff can check for encroachments on public utility easements, right-of-way and compliance of the required set backs. See the staff for complete set back requirements for property zones.
- A legal description of the property. (You may find this on your tax bill or recorded deed).
- Proof that contractor is licensed with the Department of Labor and Industry. (Copy of contractor's license).
- Completed permit application.

Drawings as necessary to illustrate proposed construction:

- Floor plan showing location of plumbing fixtures, ventilation fans, size and type of heating & cooling equipment etc.
- Foundation plan

- Framing Plan (all floors)
- Roof framing plan
- Exterior elevations
- Building/wall sections
- Plumbing
- Mechanical
- Details to illustrate special construction conditions (refer to attached drawing examples)

- Truss sheets and layout, if using manufactured trusses to frame roof.

- Layout and cut sheets, if using engineered floor system.

- A Stormwater, Sediment and Erosion Control Plan is required for all construction projects showing Best Management Practices (BMPs) i.e. silt fences, staging area, and storm drain protection (waddles and fabric). This can be shown on the site plan

- Fire Department emergency access on commercial & residential of more than one unit.

Deficient plans must have corrections made on the original tracing and new prints submitted for re-review.

The approval of plans and issuance of permits by the building department is not to be construed as permission to build contrary to the State Building Code or city codes and ordinances, even though a violation may have been overlooked when the plans were checked.

You can avoid unnecessary permit delays by carefully providing all required information. You may disregard items that do not address your particular building.

NOTE

If you wish a footings and foundation permit while your plans are being reviewed you may request one from Staff, but it will be at your own risk if there are changes required through plan check.

CHANGE TO PLANS

Changes in plans arising after plans have been checked an approved; require approval by the Code Enforcement office. This may be done over-the-counter or may require re-submission of revised plans, depending on the complexity of the changes.

Additional fees may be assessed for changes that result in increases in square footage or additional plan review.

Minor changes, which do not involve structural changes or additions, may be approved without plan revision at the discretion of the plan reviewer or Building Inspector/Code Enforcement Officer. All changes must be documented for the record

TIME LIMITATION OF APLICATION

An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued: except that the *building official* is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

PERMIT ISSUANCE

Building permit fees are paid at the time of permit issuance.

When your building permit is issued you will receive a copy of your approved plans, fee receipt, and permit. The plans must be available for the inspector's use when he performs an inspection.

You are now ready to proceed with construction.

PERMIT EXPIRATION

Every permit issued shall invalid unless the work authorized by such permit is commenced within 180 after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official is authorized to grant in writing, one or more extensions of time, for periods of not more than 180 days each. The extensions shall be requested in writing with justifiable cause demonstrated. If the permit has expired and does not meet the above criteria, a **new permit and fees** will be required to complete the work.

INSPECTION STAGE

The Code Enforcement Division is committed to providing a high level of service to the community by inspecting for code compliance to protect the health safety and welfare of occupants.

City building regulations require that certain inspections be made before concealment. Fire Official may accompany the Code Official on some inspections. Typical inspection stages are:

- Forms, Footings and Setbacks - After trenches are dug but prior to footings being poured. Forms, reinforcing steel, and holdown anchors must be in place and lines place at **property pins** for verification of property setbacks.

- Stem Wall/Foundation

- Under Floor Framing

- Roof sheathing and shear panel - When roof sheathing is installed. All shear panels, holdowns and shear transfer are in place and properly attached.

- Framing - After all framing, fire blocking and bracing are in place, all pipes, chimneys and vents are completer, roofing material is loaded on the roof and rough electrical wiring, plumbing piping and heating ducts have been installed and inspected.

- Rough in Plumbing

- Rough in Mechanical

- Gas Piping and Pressure Test

- Caulk and Seal (penetration).

- Insulation - Insulation is installed, but prior to covering wall or ceiling.

- Sheet rock nailing.

- Final - After grading is finished and building is ready for occupancy. All plumbing and electrical fixtures and appliances must be in place. The Labor & Industries electrical inspection must be signed off prior to final inspection. A blower door test and duct test documentation must be present at final inspection. Commercial projects will need a final Fire & Life Safety Inspection prior to occupancy (A Knox Box shall be ordered on commercial project).

Other inspections may be required in addition to those listed above. Check with your building inspection division if you are unsure of when inspections are necessary for your project.

THE INSPECTION PROCESS

Inspection schedule policy:

- A 24 hour notice is required when scheduling all inspections.
- Inspections may be requested in person or by telephone by calling 509-698-7365 between the hours of 8:00 a.m. and 5:00 p.m.

The following information must be provided when an inspection is scheduled:

- What stage of work that is to be inspected.

- The street address of the property needing inspection.
- The permit number shown on your job card.
- A telephone number and contact person.

Upon inspection, the approved plans must be available for the inspector to make comparisons with the work performed and the approved plans.

If there are any corrections to be made before approval, the inspector will leave a "Correction Notice" outlining briefly the items to be completed before approval. When corrections have been accomplished, re-inspections should be scheduled. **Time delays and re-inspection can be avoided if you make sure that work is complete before you call for an inspection.** Any necessary tests should be done ahead of time to assure acceptance and compliance.

A Re-inspection fee of $72.41 may be assessed after the 2nd re-inspection for the same correction/discrepancy.

FINAL INSPECTION

After the building inspector makes his inspections and all requirements have been satisfied, your project will be approved. If new electric or gas services have been installed as a part of your project and approved by the inspector, you must contact the power and gas company and arrange for installation of meters). Please feel free to contact the Building Department at anytime during your construction project for help or guidance. Our office Monday thru Friday from 8:00 am to 5:00 pm for your convenience.

BUILDING PERMITS NOT REQUIRED

Building permits shall not be required for the following:

1. One-story detached accessory *structures* used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 for commercial and 200 square feet for residential.

2. Fences not over 6 feet high.

3. Retaining walls, which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.

4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons and the ration of height to diameter or width does not exceed 2 to 1.

5. Sidewalks and driveways.

6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

7. Prefabricated swimming pools that are less than 24 inches deep.

8. Swings and other playground equipment.

9. Window awnings supported by an exterior all which do not project more than 54 inches from the exterior wall and do not require additional support.

10. Decks not exceeding 200 square feet in area, that are not more than 30 inches above *grade* at any point, are not attached to a *dwelling* and do not serve the exit door required by Section R311.4.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

Call before You Dig: Washington State Law requires that before commencing any excavation of 12" or more, the excavator shall provide notice of the scheduled commencement of excavation to all owners of underground facilities through a one-number locator service. Failure to do so and which results in a damaged utility can be costly and/or dangerous to the excavator. Therefore; the one-call number for the Upper Yakima Valley Utilities Locate Center is 811 or 1-800-553-4344. This is a free call and no cost is required for the locate, but a 48 hour notice is required.

HOT TUB/POOL REQUIREMENTS

See code: http://publicecodes.cyberregs.com/icod/irc/2012/icod_irc_2012_appg_sec001.htm

TYPICAL FOUNDATION/ROOF LOAD REQUIREMENTS

MINIMUM FROST DEPTH -- 24 INCHES

EARTHQUAKE ZONE -- C

WIND 85 MPH, EXPOSURE 2B

SHOW SIZE OF FOOTING & STEM WALL HEIGHT AND WIDTH WITH REBAR PACING AND SIZE

GROUND SNOW LOAD 30 POUNDS PER SQUARE FOOT

HELPFUL HINTS From Washington State Department of Labor and Industries

If you hire an unlicensed contractor, you face some risk:

- You may be liable if a worker is hurt on your property
- You risk losing your advance payments if the contractor defaults or is removed from the job because they are unlicensed

TO HELP PREVENT THESE SITUATIONS:

- Verify that the contractor holds a current license by checking with the Washington State Contractors License Information line 1-800-647-0982
- Plan your project carefully
- Obtain at least 3 bids; review the work to be done; and have a written contract drawn up.
- Verify insurance coverage; general liability, and workers compensation.
- Avoid letting your payments get ahead of the contractor's completed work.
- Make certain that inspections are obtained throughout construction.
- Keep a job file. Retain final permits and approved drawings for future reference.
- Make sure all work to be done is agreed upon and is written into your contact.
- Obtain written guarantees and warranties of the workmanship and materials.
- Obtain final inspection and final approval by the Code Enforcement Office.
- Make final payment when all work is done per your written agreement.

RESIDENTIAL PLAN REVIEW GUIDE

THIS FORM IS PROVIDED TO BE USED AS A GUIDE IN PREPARING YOUR CONSTRUCTION PLANS FOR REVIEW. PLEASE USE THIS GUIDE AS A CHECK LIST TO INSURE THAT NECESSARY ITEMS HAVE BEEN INCLUDED ON THE PLAN. HAVING A COMPLETE SET OF PLANS WILL AID IN OBTAINING YAIR PERMITS WITH THE SHORTEST POSSIBLE DELAY.

PLEASE PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING PLANS FOR REVIEW.

I. Plans shall include the following:

A. Plot plan including --
[]--parcel number
[]--name, address and telephone number
[]--job address
[]--all dimensions of property
[]--location of existing buildings
[]--location of new construction showing distances to the streets, property lines and existing buildings.

B. Floor plans including--
[]--room use and size
[]--window type and size

C. Elevations
[]--front
[]--rear
[]--sides

D. Details showing all construction details, for each type of foundation, floor, wall, ceiling and roof system to be used, including:

1. Foundation plans including--
[]--dimensioned footings and foundations
[]--reinforcing size and spacing
[]--specify the type of sill plate material
[]--specify the size and spacing of the anchor bolts
[]--type and amount of crawlspace ventilation
[]--type of crawlspace ground cover
[]--location and size of the crawlspace access opening
[]--type and r value of the perimeter insulation (required when the floor area is not insulated)

2. Floor construction showing--
[]--floor joist size, spacing and span & type of fasteners/hangers
[]--supporting beam size, spacing and span
[]--type and R value of insulation

3. Wall construction showing--
[]--type and size of wall covering
[]--type of vapor retarder
[]--stud size and spacing
[]--type and R value of insulation
[]--type and size of wall sheathing
[]--type and size of siding

4. Roof/ceiling construction showing--

[]--rafter and ceiling joist size, spacing and span
[]--supporting beam size, spacing and span
[]--roofing material including roofing felt
[]--type and size of roof sheathing
[]--type and size of roof sheathing
[]--type and R value of insulation
[]--type and amount of attic ventilation re: ridge vent/standard vent
[]--attic access opening size and location
[]--vapor retarder (where required)

II. General Items to be included on or with the plans

1. Specify all window, glass door and skylight--
[]--size
[]--location
[]--type
[]--efficiency rating (Class or U Value)
[]--be provided with the Washington State Energy Code class label (for class 60 and 75 windows only)

2. Heating system (required for any new or added installations)
[]--provide heat loss calculations
[]--specify the size of the hearing system to be used
[]--provide the manufacturer and equipment model number and performance specifications (.e., gas & oil - A.F.U.E. rating; heat pump-C.O.P. rating)
[]--specify type and R value of heat duct insulation
[]--specify location of heating systems

3. []—Smoke detector locations: In each sleeping room. Outside each separate sleeping area in the immediate vicinity of each of the bedrooms. On each additional *story* of the *dwelling*, including *basements* and habitable attics but not including crawl spaces and uninhabitable *attics*. In *dwellings* or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that lower level is less than one full *story* below the upper level.
[]—Carbon Monoxide (CO) Alarms: For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedroom in dwelling units and on each level of the dwelling and in accordance with the manufacturer's recommendations.

4. []--Fire-resistive separation provided between the garage and house/if sleeping rooms are located above garage only

5. []--Safety glazing locations

6. []--Stairway construction, including rise and run dimensions and handrails

7. []--Guardrail height and intermediate rail spacing & outdoor lighting locations for walk ways & stairs

8. []--Specify that shower will be provided with flow control devices to limit total flow to 3 gpm

9. []--Specify that the hot water tank shall meet the requirements of A.S.H.R.E.A. Standard 90A-80

10. Specify that the following shall be sealed, caulked, gasketed or weather-stripped to limit air leakage--

[]--exterior joints around door frames, between walls and foundations, between walls and roofs

[]--openings at penetrations of utility services through walls, floors and roofs & frame bays

[]--all other such openings in the building envelope

[]--engineering calculations, as required