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#1 – RESIDENTIAL BUILDING PERMIT/ APPLICATION GUIDELINES

Basic Information

A complete, accurate application will greatly enhance your application experience. The following information and completed forms are necessary for processing your application and must be provided upon permit application submittal:

Assessor's Parcel Tax Account Number

See your tax statement or contact the Grays Harbor County Assessor's Office at (360) 249-

Owner's Information

Provide Owner's name, address, phone, E-mail address.

Builder/Contractor

Provide builder/contractor name, address, phone, E-mail address and Contractor License Number.

Project Site Address

ALL application submittals require an Address Verification Request form and to verify a current address (required for 911 emergency dispatch purposes), or to request a new building site address. Be sure to also include a copy of the parcel map indicating the location of driveways.

Contractor Information

Owners may act as the builder and construct all portions of a building. However, if the owner hires out any or all of the construction (including plumbing and mechanical), s/he must use a contractor licensed by the state of Washington and provide a copy of the contractor's licensing.

Drawings and Plans

Submit two copies of the following required information along with your application form. When Building Permit is issued, one copy of the approved plan is returned to the applicant and must be kept on-site for the duration of the project, and the Building Division retains the other.

All plans and drawings must be indelible prints drawn to scale. Professionally engineered documents must carry the engineer's original stamp and signature, and include structural calculations. Photocopies of engineers or architect' seal and signature can not be accepted.

Site Plan

See Handout #2 – *Site Plan requirements*. Site plans must show all decks, porches, roof overhangs, patios and other projections into yards. For minimum setback (distance to each property line) requirements, see Handout #3 – *Setbacks*. If your lot is to be served by Septic, your site plan must be approved by the Grays Harbor County Health Dept. prior to submitting your application. Please contact the Grays Harbor County Health Dept for their requirements concerning site plans. If your site requires a storm water infiltration system, this must be shown on the plan.

Vicinity Map

See *Handout #18 – Vicinity Map Example*. A vicinity map must accompany your application showing all crossroads, intersections and other pertinent information locating your property.

Foundation Plan

Show the size and shape of the foundation, anchor bolt size and spacing, holddown types and locations, rebar schedule, size and span of beams, size, spacing and span of floor joists, per footings, chimney footings, foundation vents, crawl space access, ground cover, and insulation for slab on grade.

Floor Plan

The floor plan must show:

- Arrangement of partitions and rooms; clearly identified.
- Location of plumbing fixtures, appliances, cupboards, windows and doors (show rough opening sizes), and chimneys and fireplaces, smoke detectors, stairs, and handrails.
- Structural information on the directions and spacing of structure beams, rafters, and ceiling and floor joists. If trusses are to be used, supply the manufacturer's truss layout on all spans or styles of trusses being installed. Identify all girder truss locations.
- All prescriptive braced wall panel types and locations, or lateral bracing system (with attached calculations) prepared by an engineer or architect licensed by the State of Washington. The system must include shear wall types and locations, hold down devices, and anchor bolts.

Cross Section

The cross section must include:

- The method of framing, roof pitch, roof braces, amount of overhang, ceiling heights, bearing partitions, posts, beams, foundation, finish grade and backfill.
- The sizes and types of all materials.
- If applicable, provide whole cross sections of stairs showing rise, run, landings and headroom.
- If the building is heated, show R values of insulation to be used for ceiling, walls, floors, and foundations.

Elevations

Elevations must show:

- Type, sizes and spacing of all exterior materials.
- Windows
- Estimated finished grade
- Roof Pitch
- Chimney locations and heights
- Guardrails

Plumbing

Show the location and types of all plumbing fixtures that will be installed.

Mechanical

Show the location of all mechanical and exhaust system components. Please Note: Some heating systems and fuel sources (such as propane) have special conditions that must be followed in order to ensure safety. Propane is prohibited in hazardous locations (pit locations) such as cellars, basements, and under-floor areas where accumulations of "heavier than air" propane can become trapped. Mechanical equipment located in garages that can produce a spark (such as gas or electric furnaces or water heaters) must be located at least 18" above the floor and be protected from physical damage. Placement of propane tanks must be shown on approved site plan.

Energy: Insulation and Ventilation Requirements

For heated buildings, submit a completed Energy Application with the building permit application. If heat loss calculations are submitted, they must be accompanied by a completed energy application and include the name and phone number of person who prepared the calculations. All insulation values must be shown on the building plans.

Additional Permits and Requirements

Demolition Permit

A demolition Permit is required before demolition of any building. A site plan and fee are required at time of submittal. (See Demolition Packet)

Electrical Permit

An Electrical Permit for electrical work must be obtained from Washington State Dept of Labor and Industries. L & I performs all electrical inspections.

Fire Sprinkler Permits

When buildings require, or are provided with automatic sprinkler systems, a separate sprinkler system permit must be obtained. Three copies of plans and specifications with the necessary forms are required.

Erosion Control Requirements

Minimum requirements for erosion control are contained in the Stormwater Management Manual for the Puget Sound Basin. Installation of erosion control facilities is inspected during foundation inspection. Maintenance of erosion control facilities is inspected during subsequent building inspections.

Fees

Payment of fees can be made using a company or personal check, cashier's check or cash. Currently, the City of Cosmopolis is not set up for the use of credit cards. The plan check fee (65% of the building permit fee) is due at the permit application; the balance of the permit fee and any other fees are due upon permit issuance.

The Building Permit and Plan Review fees are based on the established valuation of the proposed building. See Table 1 to approximate the estimated valuation of your project. Consultation with the Building Official concerning the exact fee will be required.

Plumbing and Mechanical Fees

Plumbing and/or mechanical fees are separate from the building permit fees.

Surcharges

Based on codes maintained by the Washington State Building Code Council (SBCC), each permit issued is assessed a fee of \$4.50, which funds the operations of the SBCC.

Manufactured/Mobile Home Permits

The Manufactured/Mobile Home Permit covers the set-up inspections required for installing a manufactured home on site. Separate permits are required for additional structures and mechanical permits. Alterations to manufactured homes require permits from Washington State Dept of Labor and Industries.

For Building Permit Plan check fee, use Table 1 to find your project’s valuation. Then call City Hall and request an estimation of the plan check fee. Any questions, please contact the Building Official.

TABLE 1: VALUATION DETERMINATION			
Type of Square Footage	# of Sq Ft	\$ Valuation	\$ Totals
New Residential Space		X \$105.93 =	
New Unfinished Basement		X \$15.00 =	
Garage, Shed, Storage		X \$39.83 =	
Covered Porch, Carport		X \$15.00 =	
Storage		X \$53.06 =	
Decks		X \$17.50 =	
Conversion of Garage to SFR or Unfinished Basement to Finished Basement		X \$51.96 =	
Remodel – Major (down to studs)		X \$51.96 =	
		Total Valuation	
Note: Minimum valuation is determined by using the square foot construction cost, as compiled by the International Code Council (ICC) and published in the <i>Building Safety Journal</i> magazine. The valuation amounts shown here were current as of the August 2012 edition, the valuation amounts change twice a year upon the February and August publication dates. Check with the City of Cosmopolis Bldg official for the most current valuation amounts.			

The Building Permit Process

The plans are reviewed by the Bldg Official and any potential code conflicts are identified. If the plans are incomplete or incorrect, the Bldg Official will request additional or corrected information. Your site plan, setbacks and environmental impacts will be reviewed for compliance to zoning, flood hazard and critical area codes and ordinances.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the permit fees, the permit will be issued and construction may begin.

During construction, inspections will be conducted to ensure that the project complies with the City of Cosmopolis code requirements.

The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the City of Cosmopolis Building & Fire Code or any other ordinance of the City of Cosmopolis. Permits presuming to give authority to violate or cancel the provisions of the codes and ordinances of the City of Cosmopolis shall not be valid.

Office hours are from **9:00 a.m. to 5:00 p.m. Monday through Friday**. To schedule an inspection, call **(360) 532-9230** and provide your permit number, the name and address shown on the permit, the type of inspection needed, and a contact telephone number. Inspection requests will **generally** be scheduled on Mondays or Wednesdays according to the working schedule of the Building Official.