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## #4 - BUILDING PERMIT REQUIREMENTS

### DO I NEED A BUILDING PERMIT?

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**WHEN DO YOU NEED A PERMIT?** The City of Cosmopolis Municipal Code states that you must have a building permit for each building before you can erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure. \*Commercial – You must also have a building permit to occupy an existing commercial structure that had a Certificate of Occupancy issued to a previous business or tenant. A permit needs to be issued for:

1. All new construction, remodel, demolition of a structure, or prior to occupancy of an existing building.
2. New fences, walls, decks, sheds, roof covering, signs, and siding on exterior walls.
3. Driveways from curb line to sidewalk and property line. There is no charge for driveway and sidewalk permits, but inspections are required prior to pouring concrete. Driveways must be concrete or asphalt; approaches and sidewalks shall be concrete and upgraded to City Standards. Please ask for specifications.

*Always check at City Hall regardless of what you are doing.*

### WHAT INFORMATION IS REQUIRED?

*(See packet for new construction, remodels, and additions)*

1. A plan of work to be performed is required for evaluation of code and zoning requirements. Additions and new construction require a plot plan showing size and relationship of all buildings to lot lines. A legal description of the property must be included.
2. A list should be attached to indicate types of materials and sizes that will be used for construction.
3. New construction, including additions, will require a set of plans showing floor plan and a section showing footing, foundation, floor, wall, insulation, roof, and framing.
4. Check with City Hall to be certain that you are not in the Flood plain or the Shoreline Management area. These areas require special building features and permits. Consult with the Building inspector if you are in these areas.

### WHEN ARE INSPECTIONS REQUIRED? (See handout #6 – Required Inspections)

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A building permit is **NOT** required for the items shown in the bulleted list below. **However you must obtain separate plumbing, electrical and mechanical permits unless the items are otherwise exempted.** *Note: Though a project may be exempt from needing a permit, it still must conform to building code requirements, zoning setbacks, critical areas, shorelines management or any other City of Cosmopolis regulations.*

- Residential single-story detached accessory structures used as tool and storage sheds, playhouse and similar uses, provided the floor area does not exceed 200 square feet.
- Non-shoreline, upland retaining walls that are not over 4' high measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (such as a road, building or tank), or any type of combustible or flammable liquid.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Non-covered platforms, sidewalks and driveways not more than 18" above grade on waterfront properties or 30" above grade on non-waterfront properties, and not over any basement or story below.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Repair or maintenance of roofing, or flashing of a single-family residence or associated accessory buildings, provided that no structural work is being done.
- Temporary motion picture, television and theater stage sets and scenery
- Moveable cases, counters and partitions not over 5'9" high.

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### **Examples of Items That DO Require a Building Permit**

**All new buildings (residential or commercial)**  
**All additions (residential or commercial)**  
**Residential storage buildings over 200 s.f.**  
**Fences**  
**Retaining walls over 4' tall**  
**Above-ground swimming pools exceeding 24" deep**  
**All in-ground swimming pools**  
**Shoreline bulkheads**  
**Boat houses**  
**All building demolitions**  
**Covered Porches (to include Manufactured Homes)**

**Moving a building**  
**Temporary buildings**  
**All Structural remodeling**  
**Residential re-roofing**  
**All Commercial Re-roofing**  
**All commercial remodeling (Tenant Improvement)**  
**Commercial occupancy of an existing building**  
**Plumbing work (except for stoppage of leaks)**  
**Mechanical work (except repairs to appliances)**  
**Decks**

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### **FINAL INSPECTION AT COMPLETION OF WORK IS REQUIRED PRIOR TO OCCUPANCY.**

For remodel work, final inspection required within ten days of completion of work. Contact City Hall 24 hours prior to the time an inspection is required.

## **WHAT ARE THE COSTS OF PERMITS AND THE CODES THE CITY OPERATES UNDER?**

1. Permits for new structures are based on square foot valuation. Contact City Hall for evaluation of cost.
2. Plan check fees are charged on all permits.
3. Plumbing, Mechanical, Driveway, Sidewalk, Fence, Water and Sewer permits are also required.
4. The City operates under the International Building and Residential Codes, The Uniform Plumbing Code, the International Mechanical and Fire Codes, which are available at City Hall for review.
5. The City is also governed by State Environmental Protection regulations, Shoreline Management, Flood Plain, and Washington State Energy Code requirements.

**NOTE: THE CITY OF COSMOPOLIS DOES NOT ISSUE PERMITS INDEPENDENTLY. THIS MEANS THAT WATER AND SEWER CONNECTIONS, INSPECTION FEES, ANY LABOR OR MATERIALS; PLUMBING, MECHANICAL, AND BUILDING PERMITS MUST BE PAID PRIOR TO ISSUANCE OF ANY INDIVIDUAL PERMIT**

