



# Lincoln County Land Services: Building Division

27234 State Route 25 N, Davenport, WA 99122

509-725-7911

[www.co.lincoln.wa.us/building](http://www.co.lincoln.wa.us/building)

Fax: 509-725-4467

## BUILDING PERMIT REQUEST

<b>Owner Name</b>			Fee \$	Plan Review \$	Code Fee \$
Mailing Address			Receipt Number		Total Fee \$
City	State	Zip	Value of Work		
Phone			Health Dept. Approval Date		
<b>SITE ADDRESS:</b>			Permit Number		
City	State	Zip	Approved / Denied		
<b>Contractor</b>			Lincoln County Building Official		
Lic#:	Phone:		Date		
<b>Sub-Contractor(s):</b> Please attach sheet with names & lic#			Is the building site on fill material? <b>Yes</b> or <b>No</b>		
<b>Do you have an approach access permit?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Permit #:</b> _____ <b>Date:</b> _____					
<b>Legal Description of Property / Plat / Subdivision Name with Lot and Block</b>					
Subdivision Name			Lot	Block	
Tax Parcel #		Zoning	Building Use		
Additional Information					
<b>Building Information</b>			<b>Other Permits</b>		
<b>Class of Work</b>	<b>Square Feet for each area</b>		<b>Manufactured Home</b> :# of sections _____ Year _____		
New <input type="checkbox"/>	(site built structures only)		Make _____ Dimensions _____ X _____		
Addition <input type="checkbox"/>	Main Floor:		<b>Stove and Tank Inspection</b> Wood   Gas   Other _____		
Remodel <input type="checkbox"/>	Second Floor:		<b>Mechanical (other than new construction)</b> <input type="checkbox"/>		
Type:	Basement: Fin. _____ Un-fin _____		<b>Plumbing</b> (attach explanation) <input type="checkbox"/>		
	Additional Floors:		<b>Other:</b> <input type="checkbox"/>		
Value: \$	Garage, attached:				
	Deck:		<b>Required for consideration</b>		
<b>Type of Frame</b>	Outbuilding:		<b>Setbacks:</b> 10 feet on all sides when in a legal subdivision; 30 feet from state or county right of way & 10 feet on remaining sides when <b>not</b> in a legal subdivision. Additional setbacks may apply near water or wetlands. Please insure that any close property lines are clearly marked. (String, etc) Also, please check with your Homeowner's Association, additional requirements may apply.  <b>Refunds:</b> 50% <i>max.</i> refund once plans are submitted.  <b>Initial Here</b> _____  I certify that all information on this form is correct and that I will conform to the applicable codes of Lincoln County.  <b>Owner/Agent</b> _____ <b>Date</b> _____		
Wood: Pole <input type="checkbox"/> Frame <input type="checkbox"/>	Other: _____				
Steel <input type="checkbox"/>	<b>Residential   YES   NO</b>				
Masonry <input type="checkbox"/>	<b>Approval Letter from Health Dept (509-725-2501) required for Water and Sewer at time of application.</b>				
Concrete <input type="checkbox"/>					
<b>Jurisdiction / Tax</b>	Water Public <input type="checkbox"/> Private <input type="checkbox"/>				
County / 2200 <input type="checkbox"/>	Sewage Public <input type="checkbox"/> Private <input type="checkbox"/>				
Reardan / 2206 <input type="checkbox"/>	<b>Principal Heat**</b> _____				
Sprague / 2207 <input type="checkbox"/>					
**Wood cannot be used as a sole source of heat. (IRC)					



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## Site Built Residence

1. **Completed** Building Permit Application with a **site address**. This address **MUST** be clearly posted at the site before work can begin.
2. Proof of potable water: Health Department Approval **Letter or Septic Permit**
3. Pre-approval of septic site from the Health Department: Approval **Letter or Septic Permit**
4. \*Copy of the contractor's state **license/certificate**
5. **2 sets** (1 for Building Inspector/ 1 for Builder) of detailed construction plans stamped by an **engineer** including but not limited to:
  - All four sides viewed
  - Size of windows
  - Cross section of footings and foundation
  - Cross sections of walls
  - Insulation with R-value
  - Floor joists plan – size and span
  - Floor plan for each floor level
  - One set of plans will be returned to you **after** they have been approved
  - We cannot make copies of copyrighted plans
6. Site Plan

## Factory Built Structures (AKA Manufactured Home)

1. **Completed** Building Permit Application with a **site address**. This address **MUST** be clearly posted at the site before work can begin.
2. Proof of potable water: Health Department Approval **Letter or Septic Permit**
3. Pre-approval of septic site from the Health Department: Approval **Letter or Septic Permit**
4. Certification name and numbers of the installers other than the homeowner: **form available online**
5. One set of manufacturer's construction plans (if new home) for the footings and pier block schedule. Footings are required (6" thick, 24" **below grade** to bottom of footing) on all homes. Must be tied down to manufacturer's guidelines.
6. A relocated manufactured home should be installed according to the manufacturer's installation instructions. If the manufacturer's instructions are unavailable, you must either use Lincoln County's standards (brochure available) or the instructions of a professional engineer licensed in Washington State.
7. If the home was built before 1977, you must have a permit from Labor and Industries. (Price is about \$90 as of June 2007) Go through the "Alteration Fire Safety Pre-Inspection Checklist" to correct problems.
8. Addition/remodel of any Manufactured Home requires a permit from Department of Labor and Industries at: 509-324-2600, 901 N Monroe St Suite 100 Spokane, WA
9. When relocating a Manufactured Home, you should also contact the Treasurers office. (509-725-5061)

## Non-Residential Buildings

1. **Completed** Building Permit Application with a **site address**. (Often the same as adjacent residence.) This address **MUST** be clearly posted at the site before work can begin.
2. Copy of the contractor's state license
3. If there is to be plumbing, must have sewer and water approval from health department as well as additional protection from frost. Include plumbing on application.

4. For pole construction, poles should be in holes before inspection.
5. Site Plan
6. One set of detailed construction plans (engineers stamp recommended) including but not limited to:
  - Cross section of footings and foundation
  - Cross section of walls
  - Cross section of roof
  - Floor plan – if there is to be a separation of rooms
  - Climate and geographic design criteria
  - If there are to be cooking facilities, this may be considered a residential structure.

## Remodels

1. \$50.00 review fee (to determine if a permit is req.)
  - \$50 applied towards permit if required.
  - Include value of work on application.
2. Permits are required when anything structural is altered/added/removed, subject to the Building Department's interpretation.
3. Permit fee based on valuation of work.
4. Non-structural remodels do not require any inspections and no additional fees.

## Additional Notes

1. **An additional \$50 fee** (minimum) may be assessed if excessive repeat inspections are required. It is essential that you are ready for your inspection when you schedule it. Please refer to the list of inspections appropriate to your project which are available at [www.co.lincoln.wa.us/building](http://www.co.lincoln.wa.us/building) or 27234 State Route 25 N, Davenport.
2. The building site must have a physical address assigned before applying for a permit. 509-725-7911
3. A confirmation letter from a public water system or a well log is required for a septic permit. Well logs are available online at: <http://apps.ecy.wa.gov/wellog/textsearch.asp>
4. **Access permits** are required for approaches to all county roads. 509-725-7041
5. If you choose to build in Lincoln County, you may at times have to wait in excess of a week for inspections.
6. Frost Depth is 30 inches (from finished graded to bottom of footing)
7. Permits become null and void if work or construction authorized is not commenced within 180 days. The permit is valid for 18 months from the date it is issued. The permit may be renewed for a period of 6 months if substantial progress is shown.
8. All contractors and/or subcontractors on projects in Lincoln County must know the correct Sales/Use Tax four (4) digit location code for this construction project: **County/2200 Reardan/2206**. Use this code when completing the Washington Combined Excise Tax Return, "Local city and/or County Sales and Use Tax" Section. Correct coding is vital to our community and required by law. The cities or county receives a portion of the sales tax, determined by the code reported. If a **previous return** has been miscoded or you have questions, please contact the [Lincoln County Treasures Office](http://www.co.lincoln.wa.us/treasures) at 509-725-5061, Monday-Friday, 8:30 a.m. - 4:30 p.m.

(Form last revised: 10-23-2009)