



# General Residential Permit

## Application

Rev.20200317

Please complete and return to DSC. A completed application, plans (hand-drawn is acceptable) and a site plan will be required. If the owner of the property is a LLC or Trust, documentation supporting relationship to property is to be included. A Permit Technician will review the application and supporting documents to determine which permits will be required and will contact the applicant for any further information.

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Type:  Owner  General Contractor  Electrical Contractor  Plumbing Contractor  
 Gas Mechanical/HVAC Contractor  Other: \_\_\_\_\_

Preferred Method of Contact:  Phone  Email

Preferred Time:  Morning  Afternoon

Property Owner (as Listed with Spokane County): \_\_\_\_\_

Type of Project (Check all that apply):

- Remodel
- Addition (increase of footprint of existing structure or replacing attached deck)
- 2<sup>nd</sup> Story Addition
- Fence (new and replacement)
- Attached Carport/Garage
- Detached Carport/Garage
- Plumbing Only
- Electrical Only
- Mechanical Only
- New/Replace Detached Decks/Accessory Structures less than 200 square feet.

Value of Project

Total (Contractor BID Price or Material Cost Estimate): \$ \_\_\_\_\_

Description of Scope of Work

Note: Electrical Scope should include items such as new/alterd service, subpanel(s) and circuits; Plumbing Scope should include fixtures to be replaced or installed; Mechanical Scope should include fixtures.

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Oath of Application

I CERTIFY UNDER OATH that I have read and understand all requirements identified on all pages of this application; that the application and all requirements for the application have been completed; and that all information supplied is true and complete to the best of my knowledge and belief.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Permitting Requirements, Exemptions & Guidelines

### IRC R105.1 Work requiring permit:

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system... shall first make application to the building official and obtain the required permit.

### R105.2 Work Exempt from permit:

- a) One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>)
- b) Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- c) Concrete flat work within property lines.
- d) Painting, papering, tiling, carpeting, cabinets, counter tops and similar finished work
- e) Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- f) Swings and other playground equipment.
- g) Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
- h) Decks not exceeding 200 square feet (18.58 m<sup>2</sup>) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling do not serve the exit door required by Section R311.4 of the IRC.

### Please Note the following:

- Accessory Structures less than 200 square feet (18.58 m<sup>2</sup>) do not require a permit and must conform to set back code and regulation.
- The owner may act as both owner and builder and sub out to licensed contractors for carpentry, plumbing and non-gas mechanical work unless work is to be performed with intent to sell.
- Electrical work done by others must have permit issued to the Electrical Contractor completing the job.
- Gas Mechanical work is only to be done by a licensed HVAC Contractor, or owner possessing a current Gas Mechanical 1 or 2 license issued by the City of Spokane.

## Site Plan for General Residential Permit

### Site Plan Checklist:

- Lot and building setback dimensions
- Location and Dimensions of easements and driveway
- Footprint of proposed and existing structures (including decks)
- Dimension distances between structures and property
- North arrow
- Scale Ratio

### Internal Use Only

Planning: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Plan Review: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Engineering: \_\_\_\_\_

Comments: \_\_\_\_\_

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Additional Documents Needed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site plan must be drawn to scale, show all property corners, existing and proposed structures, adjacent roads, driveways, all storage tank locations, all easements, well locations and a north arrow.

