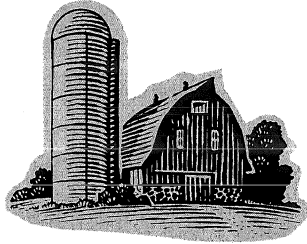




STEVENS COUNTY LAND SERVICES
Welcome To Fast Track Permitting



For Building Permits

The Stevens County Land Services – Building Division is introducing a new way to get you through the building permit process faster and more efficiently. Fast Track permitting (same day issue) is now available for Garage/Pole Buildings, Decks and some residential additions by making an appointment with the Land Service – Building Division office.

A Fast Track appointment can be scheduled by calling the Land Services – Building Division office at (509) 684-8325. Appointments will be made on a first come first serve basis, **so please allow at least 72 hours from the time you call to the time you would like to meet.**

When you call to schedule an appointment please have the following information available:

- ✓ Property owners name
- ✓ Contact phone number
- ✓ Type of application to be submitted
- ✓ A time you would like to meet

The following is a list of the required documents you must bring to your Fast Track appointment. We will not be able to Fast Track your permit if all items are not received:

- ✓ Completed Site Analysis application
- ✓ Two copies of complete construction drawings (see attached for requirements)
- ✓ Completed copy of the Building Permit Application packet (this includes directions to the building site)
- ✓ Building permit payment

We look forward to Fast Tracking your next project!

Building Division: (509) 684-8325
FAX: (509) 685-0674

Planning Division: (509) 684-2401
FAX: (509) 684-7525

MAILING ADDRESS: 215 S. Oak St. – Courthouse Annex • Colville, WA 99114
STREET ADDRESS: 260 S. Oak St. – Courthouse Annex • Colville, WA 99114

Here is a sample outline of what is required for building plans but they do vary depending on the project. If you have any questions, please do not hesitate to contact our office prior to your appointment.

FLOOR PLAN: Depending on the project, the floor plan must show any part of the structure that will be affected by the project. For example an existing room must be shown if a new room will be attached to it.

- Scale used (min. $\frac{1}{4} = 1'$)
- Neat, organized and legible print
- Name and year of code used
- Size and use of every room
- Size and type of every door and window

FOUNDATION:

- Size and depth of all footings
- Location of interior footings
- Thickness of slab
- Size and spacing of the reinforcing steel
- Soil bearing values

ROOF/FRAMING:

- Size, spacing, and location of rafters, joists, trusses and beams
- Location of all bearing walls and supporting posts
- Size and material of headers (or lintels for masonry) over all windows and doors
- Roofing material
- Pre-manufactured trusses require engineer stamped drawings
- Pole Buildings require engineered stamped drawings.

DETAILS/CROSS SECTIONS: A cross section view of the structure providing details of how the building is constructed. A sample is available at the front counter.

- Cross references to the floor, foundation or framing plan showing roof to wall connection, wall to foundation connections etc.
- Size and depth of underground footing/foundation (30" minimum)
- Reinforcing steel in concrete or masonry

Wood framing:

- Size and spacing of wall material
- Size and spacing of anchor bolts
- Specific hardware used at connections.
- Size and type of sheathing/exterior covering

Masonry:

Size and type of material

All reinforcing steel

Location of bond beams

Size and spacing of ledger bolts and or ties

Size and spacing of top plate anchor bolts

Interior furr-out walls

Size, spacing and type of all rafters/joists (40# roof snow load)

Length of overhang/eave

Pitch of roof

Roofing material

Insulation (R-Values)

ELEVATIONS:

Exterior view of each side

Height of roof line and structure

Exterior covering

U value for windows

Details of special construction features such as stairs, fireplaces, retaining walls, showers and sunken tubs.