

GENERAL COMMERCIAL BUILDING PERMIT CHECKLIST

**NOT for Marijuana Facilities or Communication Towers*

**SEPARATE APPLICATIONS REQUIRED FOR EACH STRUCTURE*

MINIMUM TO SUBMIT

- PRE-APPLICATION CONFERENCE** required for most commercial projects
- SITE ADDRESS** registered with Information Services (509-684-7505)
- PLANNING APPROVAL** Site Analysis and/or other required project approvals from Land Services Planning Division
- SEPA CHECKLIST & FEE** (if required by Building Division)
*applicant responsible for associated advertising fees
- COMPLETE BUILDING PERMIT APPLICATION FORM**
- DRIVING DIRECTIONS** IN YOUR OWN WORDS from the nearest main road
- (2) COMPLETE SETS OF CONSTRUCTION PLANS** for new construction, remodels and changes-of-use
**ARCHITECTURAL / ENGINEERED DESIGN REQUIRED* if new structure exceeds 4000 square feet and/or (4)-stories
**ENGINEERING REQUIRED* if construction methods are outside of prescriptive code (POLE BUILDINGS, for example)
***FIRE SUPPRESSION (SPRINKLER) SYSTEM** (if required): design documents to be submitted and approved before plumbing inspections
***AMERICANS WITH DISABILITIES ACT (ADA)** compliance as required
- ENERGY CODE**
NREC: Non-Residential Energy Code analysis and report for structure compliance **OR**
Prescriptive Code: prescriptive values for insulation, glazing, doors, etc. per the 2015 WSEC
- PERMIT FEE** calculated by Stevens County Land Services Building Division, based on project valuation
*new construction (including additions) valuation based on construction type, occupancy classification and square footage breakdowns
*remodels, fences and commercial coach placement valuation based on the value of labor & materials as provided on the building permit application

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- PROOF OF POTABLE WATER** (if water is supplied to the structure)
 - PERMIT EXEMPT WELLS
 - 1) copy of water quality test results (less than 2 years old)
 - 2) copy of well log or pump test results (showing quantity & duration)
 - 3) potable water certification (Building Division form)

**IF YOUR WELL IS ON AN ADJACENT PROPERTY, PLEASE PROVIDE A COPY OF THE RECORDED WELL EASEMENT AGREEMENT*

OR

 - PUBLIC WATER SYSTEMS
 - 1) letter from the system administrator authorizing connection
- WATER TREATMENT PROPOSAL** *and*
STATEMENT OF WATER TREATMENT SYSTEM FOR POTABILITY
(if water quality test results yield contaminant levels exceeding the maximum allowable thresholds)
- ADEQUATE WASTE DISPOSAL SYSTEM** (if water is supplied to the structure)
 - FOR PRIVATE SEPTIC SYSTEMS **TEST HOLES** must be approved by NETCHD Environmental Health prior to permit issuance

**IF YOUR SEPTIC SYSTEM IS ON AN ADJACENT PROPERTY, PLEASE PROVIDE A COPY OF THE RECORDED SEPTIC EASEMENT AGREEMENT*

OR

 - FOR PUBLIC SYSTEMS
 - 1) letter from the system administrator authorizing connection
- ROAD APPROACH APPROVAL** proof of approval for access to the parcel from a County road or State highway for the proposed commercial use
 - ACCESS OFF OF COUNTY ROAD contact Stevens County Public Works
 - ACCESS OFF OF WASHINGTON STATE HIGHWAY contact Washington State Department of Transportation
- OWNER AUTHORIZED AGENT AFFIDAVIT** Building Division form required if anyone other than the property owner or licensed Washington State contractor listed on the application will be signing for, or acting on behalf of, the property owner (see the Building Division for this form)

PERMITS, FEES & PHONE NUMBERS NOT TO FORGET

- 1) PLANNING APPROVAL (Stevens County Land Services Planning Division: 509-684-2401)
- 2) BUILDING PERMIT (Stevens County Land Services Building Division: 509-684-8325)
- 3) MECHANICAL PERMIT (Stevens County Land Services Building Division: 509-684-8325)
- 4) ELECTRICAL PERMIT (Washington State Labor & Industries: 1-800-509-8847)
- 5) SEPTIC PERMIT & SMALL GROUP B WATER SYSTEMS (NETCHD Environmental Health: 509-684-2262, #3)
- 6) GROUP A & LARGE GROUP B WATER SYSTEMS (Washington State Department of Health: 509-239-2100)
- 7) WELL DRILLING (Washington State Department of Ecology: 509-329-3400)
- 8) ROAD APPROACH APPROVAL (Stevens County Public Works: 509-684-4548)
(Washington State Department of Transportation: 509-324-6540)