

GENERAL RESIDENTIAL DEVELOPMENT GUIDELINES

STEVENS COUNTY

LAND SERVICES PERMIT CENTER

COURTHOUSE ANNEX @ 260 SOUTH OAK STREET IN COLVILLE

07/11/2011

Customer Service Bulletin # **GEN-2**

An important part of a timely development schedule is obtaining the various permits. Your residential development project will usually involve review and approvals (or permits) from more than one department. Although "Fast Track Permitting" is available for some projects, in most cases, permits are not issued on the day of application; processing times vary according to the complexity of the project. If you are informed of the various permit processes and know which approvals you need before permits can be issued, you will reduce the potential for costly and frustrating delays.

Below are the departments to contact regarding the various issues and regulations which may affect your project. Office hours are 8:00 AM to 4:30 PM, Monday through Friday; offices are generally closed from Noon – 1:00 PM. Out of area telephone number for all county departments is (866) 513-2741.

The Permit Center houses the Land Services Department, divisions of Building and Planning, and the N.E. Tri-County Health District (Environmental Health Department) and is located in the Courthouse Annex at 260 S. Oak Street in Colville. This is across the street (to the west) from the main Courthouse and next to the Colville Post Office.

Public Works is located at 185 E. Hawthorne, Colville. Look for the second building with a green canopy out front, about one block east of the south round-about in Colville.

If you wish, you can make an appointment for a pre-application conference to meet with members of the various departments to discuss a specific project, generally commercial, public or multi-family projects. This does require some advance scheduling. Please refer to the Customer Service Bulletin on Pre-Application Conferences for more information and the conference request form.

BUILDING DIVISION APPROVALS

FAX (509) 685-0674

MAILING ADDRESS: 215 SOUTH OAK STREET, COLVILLE, WA 99114

(509) 684-8325 Extension #5

Webpage: <http://www.co.stevens.wa.us/landservices>

(Building permit applications are also reviewed by Environmental Health & Planning for their relevant issues listed below.)

STRUCTURAL/ENERGY/PLUMBING/MECHANICAL CODE PLAN REVIEW - Building permits for new construction, additions, remodels/roofs and garages/outbuildings.

MOBILE HOME PLACEMENT - Permits for new or replacement mobile homes.

FIRE ZONE PROTECTION FOR RURAL DEVELOPMENT - See Customer Service Bulletin #B-6 for more information on what you can do to help protect your home from wild fires.

PRIVATE RESIDENTIAL WATER SUPPLIES - Building Department staff will review and approve information submitted on the potable water certification information for private water systems.

N.E. TRI-COUNTY HEALTH DISTRICT

FAX (509) 684-8506

ENVIRONMENTAL HEALTH DEPT. APPROVALS

MAILING ADDRESS: P.O. BOX 270, COLVILLE, WA 99114

(509) 684-2262 or 1-800-776-6207

(Sewage system permit applications are also reviewed by Planning Dept. for their relevant issues listed below.)

ON-SITE SEWAGE DISPOSAL - Permits for sewage systems to serve habitable structures. See the Health District's application materials for On-Site Sewage Systems for more information.

COMMUNITY WATER SUPPLIES - The Health Department can provide the application packet for a Group B water system or submittal to the State Dept. of Health. See the Customer Service Bulletin on Residential Water Supply Development for more information.

PLANNING DIVISION LAND USE APPROVALS FAX (509) 684-7525

MAILING ADDRESS: 215 SOUTH OAK STREET, COLVILLE, WA 99114

(509) 684-2401 Extension #4

Webpage: <http://www.co.stevens.wa.us/landservices>

SITE PLAN & SITE ANALYSIS REVIEW – This application and review is required for any development project in the county including septic system permits and building permits, as well as construction projects that may be exempt from building permit but still require compliance with other county regulations such as the Critical Area Ordinance.

SITE ADDRESS - A site address is required for building and sewage permit applications. Please request an "Application for a Site Address" from either the Planning Department or Stevens County Information Services at (509) 684-7505. Information Services will issue the address.

TITLE 3 DEVELOPMENT REGULATIONS Adopted in 2007, Title 3 incorporates some of the existing county regulations including Subdivision and SEPA. It also establishes land use "zoning" restrictions throughout the county and provides for a permitting process for variances, conditional uses, temporary uses, binding site plans, and other special development standards.

- **SUBDIVISION** - Projects involving segregation of property into parcels less than 20 acres in size will be reviewed for compliance with the county's subdivision laws.
- **SEPA** - In some instances, residential development involving extensive excavation or filling, work within wetlands or other environmentally sensitive areas or adjacent to shorelines, or placement of 5 or more residences on the same parcel, may require SEPA review, as will commercial projects that are not exempt. Contact the Land Services Office Planning Division for more information.

SHORELINE - Projects within 200 feet of the shoreline of any major lake, river, stream or wetland, may be subject to SHORELINE restrictions.

PUBLIC WORKS DEPARTMENT APPROVALS

FAX (509) 684-7557

MAILING & SITE ADDRESS: 185 EAST HAWTHORNE COLVILLE, WA 99114

(509) 684-4548

DRIVEWAY ACCESS PERMITS - Driveway access (new or existing) to a county road must have a road access permit. If your property is accessed from a state highway, contact the Washington State Department of Transportation in Spokane at (509) 324-6540 for road approach permits and information.

FRANCHISES - If you intend to install a private water, sewer or electrical line under, over or along a county road you will need to contact Public Works for information on obtaining a franchise.

COPIES OF RECORDED PLATS & SURVEYS - You can obtain copies of county maps and recorded plats and surveys. A fee is charged based on the size of the document.

WHAT ADDITIONAL INFORMATION IS AVAILABLE?

A wide variety of information is available at the Permit Center. Handouts are provided which describe the various programs administered by Stevens County, the permits required and the application forms and materials for each type of permit. Copies of agendas for public meetings are posted in the reception area and all public records and files for Building, Health and Planning Departments are available for inspection. You can also obtain copies of all the county land use ordinances; most are available free of charge.

You may also visit the Land Services website at <http://www.co.stevens.wa.us/landservices/index.php> for information, agendas of public meetings and hearings, copies of ordinances, and many application forms.