

GUIDE TO BUILDING PERMITS FOR RESIDENTIAL REMODELS, SIDING AND RE-ROOFS

STEVENS COUNTY LAND SERVICES PERMIT CENTER

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Remodeling projects vary so widely that it is difficult to provide specific guidelines. Since each project is unique, the scope of the remodel determines whether or not a building permit is required. **Generally, any project, including re-roofs, siding projects or structural repairs, that exceed \$2,000 in value, require permits. The \$2,000 value is determined by replacement costs, to include cost of material and labor.** Projects less than \$2,000 in value are exempt from building permit requirements.

If you have questions, please contact the Building Department to help you make a determination in regard to the need for a permit. Staff can also provide technical assistance on your project's structural, life safety or other related issues. If you have determined that your project will require a permit, the following information outlines the application procedure.

1. **COMPLETED APPLICATION FORM.** Review and complete the permit application form. Please have all required information on the form at the time of application. Attach a copy of your tax statement to verify the legal description and ownership.
2. **COMPLETED SITE PLAN.** If your remodel project involves construction OUTSIDE of the original footprint of the building, or if the remodel includes a building change of use or occupancy, the site plan and site analysis application must be submitted prior to permit application OR accompany the application. It must be accurate and provide ALL requested information. Please refer to the form "Site Analysis Application" and "DRAWING A PLOT PLAN" for more information. If your project is a change of use remodel, please complete the site analysis application and site plan.
3. **COMPLETED FLOOR PLAN.** A floor plan must accompany your application (except for re-roof or siding jobs). It should be as detailed as necessary to convey the scope of your project. Be sure to note changes in wall placement, plumbing fixtures, window placement or replacement, etc. A simple way to distinguish new walls from walls to be removed is to identify one type with cross-hatching. All parts of your project should be explained on your floor plan presentation; if necessary, provide sectional drawings of new wall, floor or roof construction.
4. **RE-ROOFS.** In the case of re-roof projects, your sketch and/or written description should explain the full scope of your plans and identify the specific changes you intend to make. Be sure to identify the roof's support system (rafters or trusses) and dimensions if known. The extent of re-roof projects vary widely, including:
 - removal of existing roofing material (i.e., shingles) and replacement with new material
 - removal and replacement of roof sheathing and cover material
 - removal and replacement of all or portions of the roof's support system due to failure or redesign
 - addition of a new layer of roofing material over previous layer (the building code allows the placement of no more than two additional layers of roofing material over the original roof covering)

If you are changing the type of roofing material, the support system for the roof may require upgrading. A tile roof looks beautiful and provides excellent fire protection, but it is also much heavier than other materials and requires a strong support system. The plans examiner will review the proposed design to determine if the roof is adequately supported.

5. **FIRE DAMAGE REPAIR/REMODEL.** If your structure has been damaged by fire or some other disaster, we will process the permit as quickly as possible. Frequently, these repairs include replacement of trusses, bearing walls, or rafters. Your plans need to identify the full scope of the repair project. An initial site inspection may occur to view extent of damage to structural systems, if you propose to rebuild using a portion of the damaged building (for example, the foundation).

6. **BEDROOM REMODEL.** If your remodel project involves creating an additional bedroom, either within the existing floor space or an addition, the Environmental Health Department will review your project to determine if the existing sewage disposal system is sized adequately to support the expanded use. If you have questions about your existing system, contact the Environmental Health Dept. at (509) 684-2262 and ask them to review the information on file and discuss your proposed project.

7. **BUILDING DIVISION APPROVALS [(509) 684-8325 Selection #5]:** You will need to submit two sets of your proposed remodel plans for review. One approved set will be returned to you with your building permit; it must be made available at the job site for inspections. Staff will review the plans for conformance to structural, plumbing, mechanical, energy or fire code minimum standards. In some limited circumstances, staff may conduct an initial on-site inspection in lieu of reviewing plans to determine if the construction activities associated with the proposed remodel will meet minimum code requirements. Staff is available to provide technical assistance regarding building, plumbing, mechanical, energy or fire code questions.

- Stevens County does not review electrical installations. Please contact the Washington State Dept. of Labor and Industries for information and permits. Regional office in Spokane at N. 901 Monroe 1-800-509-8847 or (509) 324-2640

8. **WHAT INSPECTIONS ARE REQUIRED?** Since remodel projects vary so widely, the scope of the project will determine when, and what type of, inspections are required. When the permit is issued, you will be advised as to when to call for inspections.

Re-roof projects: Normally, an inspector, together with either the home owner or the roofing contractor, will examine the roofing material, flashing, sheathing and support system during the progress of the re-roof construction. Be prepared to provide safe access for the inspector to view the roof.

Siding: Normally, an inspector will examine the siding project at or near the completion of the work.

If the project involves plumbing or mechanical installations or repairs, request an inspection at the appropriate time for these items.

You should contact the Building Department to request the inspection at least 48 hours in advance. Inspection requests for the same day may not be performed. During the busy spring, summer and fall building season, inspectors normally have their list of inspections scheduled and are on their way before 9:00 A.M.

9. **WILL YOUR BUILDING PERMIT EVER EXPIRE?** All building permits will expire if the permit is not used within 180 days from the date of issuance or construction activity stops for longer than 6 months. Use means that substantial progress has been made during the 180 days. Permits that are not used may be extended (one time only) at the discretion of the Building Official. A written request for an extension must be submitted by the applicant.

10. **WHAT CONSTRUCTION IS EXEMPT FROM PERMIT REQUIREMENTS?** No permit or fee is required for any repairs or construction less than \$2,000 in valuation (including materials and labor, or replacement costs). Exemptions do not include mechanical systems.

11. **HOW MUCH ARE BUILDING PERMIT FEES?** Fees are established by Ordinance of the County Commissioners. Building permit fees for residential remodels, re-roofs or additions are computed from a construction valuation and a sliding fee schedule. Valuation is replacement cost, and includes cost of labor and material. If you are hiring a contractor for the project, you can use his contract bid price to determine the "valuation". If you are doing the work yourself, we will base the fee on your valuation of the cost of the project but a labor cost shall be a factor of the value.