



RESIDENTIAL CONSTRUCTION PERMIT APPLICATION

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5000 ♦ Fax: (509) 720-5075 ♦ www.spokanevalleywa.gov
Email: permitcenter@spokanevalleywa.gov

☐ NEW CONSTRUCTION ☐ ADDITION/REMODEL ☐ ACCESSORY BLDG ☐ DECK ☐ OTHER

SITE ADDRESS _____ PARCEL NO. _____

PROPERTY/BUILDING OWNER (CHECK IF PROJECT IS OWNER BUILD ☐)

NAME: _____
ADDRESS: _____ CITY: _____ ZIP: _____
EMAIL: _____ CONTACT PHONE: _____

CONTRACTOR (CHECK IF OWNER REPRESENTATIVE ☐)

COMPANY NAME: _____ CONTACT NAME: _____
ADDRESS: _____ CITY: _____ ZIP: _____
EMAIL: _____ PHONE: _____
L & I CONTRACTORS LICENSE: _____ UBI: _____

DESCRIBE SCOPE OF WORK

**** PLEASE COMPLETE THIS SECTION IN ITS ENTIRETY | MARK "N/A" IF NOT APPLICABLE ****

CONSTRUCTION TYPE: ☐ SINGLE FAMILY ☐ DUPLEX* ☐ TRIPLEX* * Please calculate amounts for total dwelling units
BUILDING HEIGHT: _____ # OF STORIES: _____ TOTAL HABITABLE SPACE: _____
MAIN FLOOR SF: _____ 2ND FLOOR SF: _____ GARAGE SF: _____
UNFINISHED BASEMENT SF: _____ FINISHED BASEMENT SF: _____ COVERED DECK/PATIO SF: _____
WITHIN SFHA: ☐ YES ☐ NO (SPECIAL FLOOD HAZARD AREA) # BEDROOMS: _____ # BATHS: _____ HEAT SOURCE: _____ ☐ SEPTIC ☐ SEWER

TOTAL COST OF PROJECT: \$ _____

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that:
1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state or local laws, codes or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.

APPLICANT SIGNATURE

DATE

RESIDENTIAL CONSTRUCTION SUBMITTAL CHECKLIST

NEW RESIDENTIAL / ADDITION CONSTRUCTION

- ☐ **SITE PLAN:** Refer to [Residential Site Plan Guide](#)
- ☐ **BUILDING PLANS:** Drawn/Drafted scale per 2021 IRC
- ☐ **TRUSS / BEAM / JOIST LAYOUT AND CALCULATIONS**
- ☐ **MECHANICAL / PLUMBING APPLICATION**
- ☐ **WSU ENERGY CREDIT WORKSHEETS:**

INTERIOR REMODELS

- ☐ **FLOOR PLAN** with all rooms labeled
- ☐ **BUILDING PLANS:** Drawn/Drafted scale per 2021 IRC
- ☐ **BEAM CALCULATIONS** *(if applicable)*
- ☐ **MECHANICAL / PLUMBING APPLICATION**
- ☐ **WSU ENERGY CREDIT WORKSHEETS:** *(if applicable)*

RESIDENTIAL DECKS

- ☐ **SITE PLAN:** Refer to [Residential Site Plan Guide](#)
- ☐ **BUILDING PLANS:** Drawn/Drafted scale per 2021 IRC
- ☐ **ELEVATION VIEW OF DECK/STAIRS**
- ☐ **JOIST / BEAM CALCULATIONS** *(if applicable)*

**** Make sure to ask for [Deck Building Guide](#) ****

RESIDENTIAL POOLS

- ☐ **SITE PLAN:** Refer to [Residential Site Plan Guide](#)
- ☐ **ENGINEERED PLANS:** (1) **MUST** be "Wet" Stamped

**** Make sure to ask for [Pool Handout](#) ****

NEW ACCESSORY POLE BUILDING

- ☐ **SITE PLAN:** Refer to [Residential Site Plan Guide](#)
- ☐ **ENGINEERED PLANS:** **MUST** be "Wet" Stamped
- ☐ **POST LAYOUT DESIGN**
- ☐ **MECHANICAL / PLUMBING APPLICATION** *(if applicable)*
- ☐ **TRUSS LAYOUT AND CALCULATIONS**
- ☐ **WSU ENERGY CREDIT WORKSHEETS:** *(if applicable)*

EGRESS WINDOWS

- ☐ **FLOOR PLAN:** with all rooms labeled
- ☐ **BUILDING PLANS:** Drawn/Drafted scale per 2021 IRC
- ☐ **HEADER SIZES**
- ☐ **WINDOW WELL DETAIL** *(if applicable)*

CARPORTS / LEAN-TO'S/ COVERS

- ☐ **SITE PLAN:** Refer to [Residential Site Plan Guide](#)
- ☐ **BUILDING PLANS:** Drawn/Drafted scale per 2021 IRC
- ☐ **ELEVATION VIEW**
- ☐ **JOIST / BEAM CALCULATIONS** *(if applicable)*

ADULT FAMILY HOME INSPECTION

- ☐ **FLOOR PLAN** with all rooms and exits labeled

DEMO

- ☐ **SITE PLAN:** Showing all structures on site and marking the structure(s) to be removed
- ☐ **NOTICE OF INTENT PERMIT** from [Spokane Clean Air](#)
- ☐ **SEWER** or **SEPTIC** disconnect permit *(if applicable)*

HELPFUL LINKS WHEN PREPARING YOUR CONSTRUCTION PLANS::

2021 International Residential Code (IRC): <https://codes.iccsafe.org/public/document/IRC2021>

WSU Energy Credit Worksheets <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>

Washington State Building Code Council: <https://fortress.wa.gov/ga/apps/sbcc/Page.aspx?nid=14>

Spokane Valley Municipal Code: <http://www.codepublishing.com/wa/spokanevalley/>

**** ASK FOR THE RESIDENTIAL CODE CONSTRUCTION HANDOUT ****