

BUILDING PERMIT APPLICANTS:

This packet contains the necessary forms for most building permits; however different building projects require different information. Please read through the following pages and supply all information pertinent to your particular project. Incomplete applications will not be accepted. Be advised that additional data may be required before certain permits can be issued.

CITY OF McCLEARY BUILDING DEPARTMENT PHILOSOPHY

To assure life safety and sanitation for the people of McCleary according to the codes we are charged to enforce.

To assist the public through the permit process as consistently, as efficiently, and as painlessly as possible.

To choose intent over letter of the law when interpreting the Codes.

The International Conference of Building Officials is dedicated to public safety in the built environment worldwide through development and promotion of uniform codes and standards, enhancement of professionalism in code administration, and facilitation of acceptance of innovative building products and systems.

I.C.B.O. Mission Statement

Michael (Mick) Schlenker
Building Official



City of McCleary
Home of the McCleary Bear Festival

100 South 3rd Street, McCleary, WA 98557 • 360.495.3667(phone) 360.495.3097(fax) CityofMcCleary.com

I _____, understand that the fees for utility connections, water and sewer, must be paid at the time of permit issuance or within 30 days of receiving my permit, if the payment is being paid through lending agreement. If I do not make payment, there will be a stop work put on my permit.

I also understand that 50% of the electrical estimate must be paid prior to commencement of any electrical work.

Dated _____

Signature _____

CITY OF McCLEARY
BUILDING PERMIT APPLICATION

Date of Application _____

Project Valuation \$ _____

Commercial _____

Residential _____

Job/Project Address _____

Legal Description: Lot: _____ Block: _____ Plat: _____

Owner: _____ Phone: _____

Mailing Address _____

Contractor _____ Phone _____

Office Address _____

Contractor's Registration Number _____

Verification that a Contractor's Registration is current (copy of License) RCW 18.27.110

Architect _____ Phone _____

Office Address _____

Interim Construction Loan Lender or firm holding payment bond (RCW 19.27.095)

Address _____

Description of Work _____

CITY OF McCLEARY

REQUIREMENTS FOR BUILDING PERMITS

NEW CONSTRUCTION

1. Two (2) sets of plans (drawn to scale)-residential
2. Two (2) site plans-residential
3. Five (5) sets of plans-commercial
4. Legal description (subdivision, lot, block, parcel number, section, township, range)
5. Completed Building Permit Application
6. Plumbing Permit (where applicable)/Mechanical Permit (where applicable)
7. Washington State Energy Code heat loss calculations (where applicable)
8. Stormwater permit
9. Sewer permit
10. Water permit
11. Electrical Permit from WA State Labor & Industries

Site Plan, including:

- Scale
 - North Arrow
 - Property lines/site dimensions
 - New vs. existing clearly marked
 - All impervious surfaces
 - Retaining walls (if applicable) (IBC 1806.chap.18 & IRC R.404.5 Chap.4)
 - Creeks, streams, shorelines and wetlands (if applicable)
 - Streets, alley, utility, access and other easements
 - Driveway locations
 - Drainage and catch basins
 - Fire apparatus access routes (if applicable) (IFC 503)
 - Nearest fire hydrants and water mains (IFC 508)
 - Parking lot and loading design, surfacing and drainage
 - TESC -temporary erosion and sediment control plan according to BMP's found in Ecology's Stormwater Management Manual for the Puget Sound (Feb 1992)
- Foundation plans (IBC table 1805.4.2 IRC section R 403), including
- All pads and dimensions
 - Girders, posts, floor joists, slab
 - Access and ventilation (IBC 1209 & IRC 408)
 - Stamped with licensed architect or engineer's signature (if applicable)
 - Stamped engineering calculations (if applicable)

Cross-sections, including

- Foundation dimensions
- Reinforcement steel
- Frost depth (minimum 12" IBC 1805.2 & IRC 403.1.4)
- Insulation (walls, floors, ceiling, slab) (WAC 51-11)
- Special framing details (IBC Chapter 23 & IRC Chapter 6)
- Lateral bracing (IBC Chapter 16 & IRC Chapter 6)
- Stairs and/or landings and guardrails/handrails (IBC Chapter 10 & IRC Chapter 3)

Engineering (if applicable)

Engineering must be transferred to plans, and plans shall be stamped and signed by engineer or architect and complete calculations submitted.

- Later bracing (or IBC Chap 16)
- Foundation or retaining walls (IBC Chap 1805 & 1806)
- Overhangs or cantilevers
- Beams or columns
- Soils/Geotechnical report (IBC Chap 18) (if applicable)

CITY OF MCCLEARY

Required Inspections

The following inspections are required for the construction of a structure and remodeled existing structures subject to City building permits.

All construction or work for which a permit is required shall be subject to inspection and all such construction or work shall remain accessible and exposed for inspection until approved. Construction shall not begin until a permit is issued.

1. **TESC-BMPS** Temporary erosion and sediment control plan according to BMP's found in Ecology's Stormwater Management Manual for the Puget Sound. (February 1992)
2. **FOOTING INSPECTION/PROPERTY LINE SETBACKS:** To be made after excavations for footings are complete and any required reinforced steel are in place.
3. **FOUNDATION INSPECTION:** To be inspected after all forms and re-bar are in place per approved plans.
4. **CONCRETE SLAB OR UNDER-FLOOR INSPECTION:** To be made after all in-slab or under-floor service equipment, conduit, piping, and insulation is in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
5. **Hold Downs:**
6. **SHEAR WALL INSPECTION:** Per engineer design or IBC & IRC seismic Zone 3.
7. **FRAME/ROUGH PLUMBING/MECHANICAL INSPECTION:** To be made after the roof, all framing and fire blocking and bracing are in place. All roof sheeting and sub-siding shall be left exposed for nailing inspection. All rough plumbing, pipes, chimneys and vents shall be complete. There is to be a full stack test for drain, waste and vent pipe, and a pressure test for plumbing supply pipe. Also, all heating and ventilating equipment and ducting shall be complete. Roof access shall be provided for the inspector. This phase may require two inspections because of the need to inspect roof and wall sheeting. WSEC caulking package must be done by framing inspection.
8. **INSULATION INSPECTION:** To be made after all insulation, ground covers, and vapor/infiltration barriers are complete.
9. **GYPHUM BOARD OR LATH INSPECTION:** To be made after all gypsum board and/or lathing, interior and exterior is in place, but before any gypsum board joints and fasteners are taped and finished or any plastering is applied. In fire-resistive construction, multiple gypsum board layers and size of fasteners must be verified.
10. **WATER LINE TEST:**
11. **SEWER LINE TEST:**
12. **ROOF STORM WATER DRAIN SYSTEM:**
13. **FINAL INSPECTION:** To be made after finish grading and the building is completed and ready for occupancy. Attic access shall be provided to the inspector.
14. **CERTIFICATE OF OCCUPANCY:** No building shall be used or occupied until a Certificate of Occupancy has been issued.

CITY OF McCLEARY
PERMIT APPLICANT RESPONSIBILITIES

I, _____, being the applicant for City of
McCleary Building Permit Number _____, do hereby certify as follows:

1. I understand that as the Building Permit Applicant, it is my responsibility to determine the locations of all property lines of the property, subject of the above permit.
2. I have been provided with a copy of the "City of McCleary Required Inspections" and understand that the person(s) doing the work authorized by the above permit must contact the City of McCleary Building Department and request inspections at appropriate stages of construction.

Signature

Date

SITE PLAN (showing setbacks)

BUILDING PERMIT POLICIES

PERMITS

Permits presuming to give authority to violate the provisions of the U.B.C. or other ordinances of the jurisdiction shall not be valid.

A permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, etc. or from preventing building operations being carried on when in violation of this code or of any other ordinances of this jurisdiction.

Every permit issued under the provisions of this code shall expire if the building or work is not started within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is started for a period of 180 days. Before work can be restarted, a new permit shall be obtained, and the fee shall be one half the amount required for a new permit, provided no changes have been made or will be made in the original plans and specifications for such work: and provided such suspension has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.

Any permittee holding an unexpired permit may apply for an extension of the time that work may start when the permittee is unable to begin work within the time required for satisfactory reasons. The time for action may be extended for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once.

A permit may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.

FEES

Fees shall be assessed in accordance with the Uniform Building Code. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work.

When a plan or other data are required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Plan review fees shall be 65 percent of the building permit fee. Plan review fees are separate and are in addition to the permit fees. Where plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged.

WORK WITHOUT A PERMIT

Whenever any work for which a permit is required by this code has been started without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in the Uniform Building Code.

By signature hereunder I certify I have read and understand the policies set forth above.

(Signature)

(Date)

8/10

From the State of Washington Department of Labor and Industries brochure:

BEFORE HIRING A CONTRACTOR

If you are a consumer interested in having work done by a contractor, this brochure can help you by:

- Explaining how the Washington state contractor registration program works.
- Describing how the contractor registration law protects consumers.
- Outlining the requirements for contractors.

REQUIREMENTS

Washington state law requires all contractors to be registered. General contractors must maintain a \$6,000 bond and specialty contractors must maintain a \$4,000 bond. (Specialty contractors are those who participate in no more than two trades and do not subcontract work to other contractors.)

It is against state law for any contractor to submit bids or perform any contracting work without being registered with the Department of Labor and Industries. It also is illegal for contractors to advertise without including their 12-character contractor registration number in the advertisement.

Consumers and businesses need to learn about prospective contractors before contracts are signed, and before money is paid. If you have questions about a contractor or need more information about the contractor registration law, call the Department of Labor and Industries on our state wide toll-free contractor registration information line:

1-800-647-0982

CONSUMER PROTECTION

The contractor registration law exists to protect consumers from incompetent and/or fraudulent contractors.

Requiring contractors to be bonded gives consumers some financial protection against unsatisfactory or incomplete work. Dissatisfied consumers may take civil action against a contractor's bond in Superior Court.

The law also requires contractors to carry insurance for property damage and public liability. It also ensures that contractors have a current Unified Business Identifier (UBI) Account Number and Federal Employer Account Number.

Any correspondence you send to a contractor should clearly state that bids will not be accepted unless the contractor provides a valid registration number.

While the law does not guarantee perfect performance, it improves the likelihood that the contractor does competent work.

REGISTRATION PENALTIES

A maximum \$3,000 fine and a misdemeanor infraction can be levied against any contractor who performs work or submits a bid without being registered with Labor and Industries.

12 TIPS TO REMEMBER

1. Make sure your contractor is properly registered.
2. Be wary of contractors who ask you to pick up the building permit.
3. Plan your project carefully, including detailed plans, if necessary.
4. Try to get at least three written bids on each job.
5. Ask contractors for references.
6. Ask what inconveniences might arise.
7. Obtain a written contract.
8. Make sure you understand the terms before you sign anything.
9. Be cautious about paying for work not yet completed.
10. Put all change orders in writing.
11. Make frequent inspections and consult your local building department.
12. Avoid making final payment until you have received a lien release from suppliers and subcontractors.

RISKS AND LIABILITIES

When hiring an unlicensed contractor and acting as your own contractor.

1. You are responsible for the medical and time loss costs of employees injured while working on your project.
2. You may be liable for all unpaid taxes.
3. Your homeowner's insurance may not cover work done by an unlicensed contractor.
4. The law requires complete disclosure of all work that has been done on your home, if you resell. You may be required to do work over again that has been done without permits, or inspections. Non-disclosure can lead to civil action being taken against you.
5. You may be placing yourself and your family in a life-threatening situation, especially when hiring unlicensed people to install plumbing, electrical wiring, heating systems or wood stoves.

6. Suppliers can place lien on your home for non-payment of materials by your contractor.
7. Unpaid workers can place a lien on your property.
8. When problems arise, your only recourse is a lengthy and costly civil action – if there are any assets of value to attach, and if you can find the contractor.

INSURANCE PROTECTION

Contractors are required to carry at least \$20,000 in property damage insurance coverage and \$100,000 in bodily injury or death insurance.

You are encouraged to verify the contractor's insurance coverage with his or her agent, as the department's records may not reflect current coverage.

OUR INFORMATION LINE

The Labor and Industries contractor registration information line

1-800-647-0982

operates weekdays from 8 a.m. until noon and 1 to 5 p.m., excluding state holidays. The information line allows you to check whether commercial and resi-dential contractors are registered and properly bonded.

Our staff can tell you if the contractor currently is registered, if action against the bond is pending, or if legal action has been taken against the contractor's bond in the past.

We also can tell you how long a contractor has been registered.

Labor and Industries is an Equal Opportunity and Affirmative Action employer. The department complies with all federal rules and regulations and shall not discriminate on the basis of race, color, national origin, sex, creed, marital status, sexual orientation, age, religion or disability as defined by applicable state and/or federal regulations or statutes.