



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

BUILDING PERMIT APPLICATION

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 the letter of the law when interpreting the Codes.

The International Code Council 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.C. Mission Statement

Colin Mercer
Acting Building Official



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I _____ , understand that per Resolution #605, all fees for utility connections, including water, sewer and storm water, must be paid at the time of permit issuance or within 30 days of receiving the permit. If fees are not paid in this time frame, there will be a stop work order put on the permit.

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

Date: _____

Signature: _____

CITY OF McCLEARY
BUILDING PERMIT APPLICATION

Date of Application: _____ Project Valuation \$ _____

Commercial _____ Residential _____ Other _____

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 19.27.110)

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 R404.5 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 Stormwater Management Manual for Western Washington (Feb 2005)

Foundation Plans (IBC table 1805.4.2 IRC section R 403) including

- All pads and dimensions
- Girders, posts, floor joists, slabs
- 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 Chap. 23 & IRC Chap. 6)
- Lateral bracing (IBC Chap. 16 & IRC Chap. 6)
- Stairs and/or landings and guardrails/handrails (IBC Chap. 10 & IRC Chap. 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.

- Lateral 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)

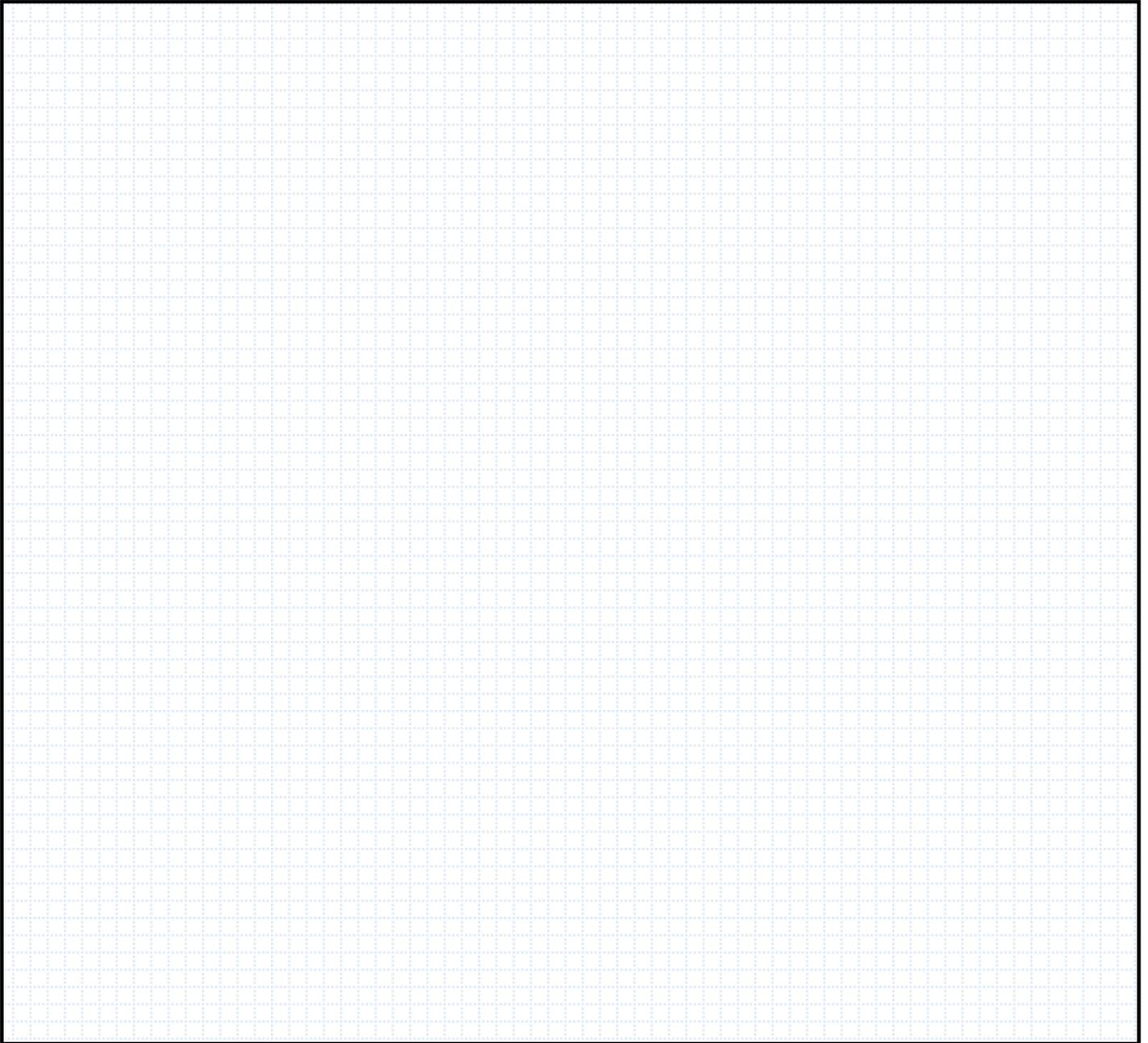
CITY OF McCLEARY REQUIRED INSPECTIONS

The following inspections are typically required for the construction of a new structure and remodeled existing structures. These requirements are 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 Manual for Western Washington. (February 2005)
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, hold downs and re-bar are in place per approved plans.
4. **CONCRETE SLAB OR UNDER-FLOOR INSPECTION:** To be make after all in-slab or underfloor service equipment, conduit, piping, and insulation is in place, but before any concrete is placed or floor sheathing installed, including subfloor.
5. **HOLD DOWNS INSPECTION:** To be made at the same time as the shear wall inspection.
6. **SHEAR WALL INSPECTION:** Per engineer design or IBC & IRC seismic Zone D2.
7. **FRAME / ROUGH PLUMBING / MECHANICAL / INSPECTION:** To be make after the roof, all framing and fire blocking and bracing are in place. All roof sheathing 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 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 caulk and sealing have been completed.
9. **GYPSUM BOARD OR LATH INSPECTION:** To be made after all gypsum board and/or lathing, interior and exterior as in place, but before and 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:** To be made when piping is installed and under pressure test.
11. **SEWER LINE TEST:** To be made when side sewer is installed and under pressure test and tracer wire installed.
12. **ROOF STORM WATER DRAIN SYSTEM:** To be made after excavation has be done, the drain rock and piping is installed. Filter fabric ready to be installed.
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.

SITE PLAN



Items to be included on the Site Plan:

1. Property Lines
2. Dimensions
3. Outline of structure/s with dimensions
4. Impervious Surface with quantities (sidewalk, driveway, roof area etc)
5. North Arrow
6. Streets and alley with names
7. Location of temporary erosion and stormwater control
8. Contours for lots with greater than 10% slope

**CITY OF McCLEARY
BUILDING PERMIT POLICIES**

PERMITS:

Permits presuming to give authority to violate the provisions of the IBC or other ordinances of the City of McCleary 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 the City of McCleary.

Every permit issued under 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 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 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 in 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 in the basis of incorrect information supplies, 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 International 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 deposit shall be paid at the time of submitting plans and specifications for review. Plan review fees shall be 65% 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 set forth in the IBC.

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

Signature _____ Date _____

CITY OF McCLEARY
PERMIT APPLICANT RESPONSIBILITIES
To be completed at Permit Issuance.

I, _____, BEING THE APPLICANT FOR
THE 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 the subject property for the above referenced permit.
2. I have been provided with a copy of the “City of McCleary Required Inspections” form and understand that the person(s) doing the work to complete the above referenced permit must contact the City of McCleary Building Department and request inspections at appropriate stages of construction.

Signature

Date