

City of Colville



Building Department

The Building Department is responsible for the issuance of permits for commercial and residential construction projects within the city. This responsibility includes routing permit application information to other city departments, plan review and all related field inspections.

Besides processing building permits, the Building Department also processes mechanical permits, plumbing permits, fire sprinkler permits, sign permits and miscellaneous construction related permits. Overall, the Building Department's focus is to promote awareness of codes relative to fire safety and life safety and enforce those codes.

[Building Permit form](#)

[Mechanical Permit form](#)

[Plumbing Permit form](#)

[Sign Permit form](#)

The department staff are available to answer all your questions Monday through Friday, 8 a.m. to 5 p.m. We are located at 170 South Oak Street, in City Hall. You can contact us by telephone at:

Jim Lapinski, Director of Building/Planning (509) 684-5096 [Director of Building/Planning email](#)

Robert Cleaver, Building Official (509) 684-5097 [Building Official email](#)

Melinda Lee, Assistant Planner (509) 684-5096 [Assistant Planner email](#)

Susan Davis, Administrative Secretary (509) 684-5096 [Administrative Secretary email](#)

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. Building permits are very beneficial to you and your community. By working with an expert code official, you will benefit from their knowledge of the building codes to ensure your construction project is built right, will be safe, and will last. Safe construction practices help protect you, your family, your friends, and your investment. Be sure to get your local code official involved with your project, because the building department is on your side.

When do I need a building permit?

The best way to find out if you need a permit is to call the City of Colville Building Department. The staff is available to serve the public by providing information about safety and understanding of local building codes. Be sure to discuss your plans with the Building Official before you begin construction to determine whether you need a permit. If a permit is not needed, the Building Official will answer your construction questions and provide valuable advice. Permits are usually required for the following:

- New buildings
- Additions (bedrooms, bathrooms, family rooms, etc.)
- Residential work (decks, garages, fireplaces, pools, water heaters, etc.)
- Renovations (garage conversions, basement furnishings, kitchen expansions, re-roofing, etc.)
- Plumbing systems
- HVAC (heating, ventilating and air-conditioning) systems
- Electrical systems are permitted through the Department of Labor & Industries. They are located at 298 S. Main. Phone 684-7417.

What are the benefits of having a building permit?

Increased value — Your home or business is an investment. If your construction project does not comply with the codes adopted by your community, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has had modifications without a permit, you may be required to remove any additions, leave it unoccupied or do costly repairs.

Projects — A property owner who can show that code requirements were strictly and consistently met, as demonstrated by the Building & Planning Department records, has a strong ally if something happens to trigger a potentially destructive lawsuit.

Ensures Safety — Your permit also allows the Building Official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends or future owners.

How can I obtain a building permit?

1. Talk to your local Building Official

Your Building Official wants your project to be a success and will help you avoid potential problems that could cost you time and money. You will be asked some basic questions (What are you planning to do? Where?), advised of any requirements and, if necessary, referred to other departments for their review. The Building Official will provide you with the resources and information needed for compliance with the applicable building codes. You will then receive an application for building permit.

2. Submit Application

At this stage you will document the “who, what, where, when, and how” of the job along with any sketches or plans of the proposed work. Separate permits are required for electrical, plumbing, and heating or air-conditioning work. In a brief amount of time, the Building Official will review your plans and determine if your project is in compliance with local requirements. If your plans meet these requirements, a permit is issued. If not, the Building Official may suggest solutions to help correct the problem.

3. Receive Permit

Now that you have been approved for a permit, you have legal permission to start construction. A fee, based on the size of the job, is collected to cover the cost of the application, the review, and the inspection process. An experienced Building Official is

available to you should you have any questions concerning your project. You should consider your Building Official as an ally who will help you make your project a success.

4. Job-site Visits

On-site inspections will be required to make certain the work conforms to the permit, local codes, and plans. Again, you will have access to the expertise of the Building Official to help you with questions or concerns regarding the project and how to ward off potentially costly mistakes. The Building Official will let you know approximately how many inspections may be needed for your project. Usually, a one- or two-day notice is needed when requesting inspections.

5. Receive Final Approval

The Building Official will provide documentation when construction is complete and code compliance is determined.

Building Permits



Application Submittal Requirements

In order for an application for a building permit to be considered complete, an application form containing the information described below, together with other documents and fees, needs to be submitted:

- ❑ Identify and describe the work to be covered by the permits for which the application is made.
- ❑ Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and locate the proposed work.

- Indicate the use or occupancy for which the proposed work is intended.
- State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
- The applicant's signature, or the signature of the applicant's authorized agent.
- Give such other data and information as may be required by the building official.
- Permit applications for structures and complex projects need to be accompanied by two (2) complete sets of plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection and structural observation programs and other data as applicable to the particular project. In addition, commercial applications need to include two (2) additional sets of overall site development plan(s) locating the building(s) or structures on the property and detailing the specifics of the building or structures, landscaping, parking, road approach or drainage facilities or any conditions required by the Zoning Ordinance or conditions imposed during a hearing process, or other site improvements being proposed.
- Where plans are prepared by Washington State registered design professionals, it is required that at a minimum, the cover sheet of the construction drawings shall include the original signed seal of the Architectural Engineer of record for the project. Other sheets may also require seals.
- For those projects not categorically exempt from the State Environmental Policy Act (SEPA), a completed Environmental Checklist and fees are required. Where commercial plan review or SEPA fees are required, they shall be paid at the time of application submittal.

Rules And Regulations

Various codes and ordinances in effect in Colville that relate to development of properties and the construction of buildings or structures are listed below. It should be noted that these are the primary local codes and ordinances that will influence most proposals and that the listing does not necessarily address all federal, state and local requirements.

Building and Code Enforcement ~ Ordinance No. 1318 N.S.

- The 2006 International Building Code, as adopted by the Washington State Building Code Council, including Sections 101 through 106 of Appendix E and all of Appendix H, as published by the International Code Council Inc.
- The 2006 International Residential Code as adopted by the Washington State Building Code Council, including Appendix G, as published by the International Code Council Inc.
- The 2006 edition of the Uniform Plumbing Code, as adopted by the Washington State Building Code Council, as published by the International Association of Plumbing and Mechanical Officials.
- The 2006 International Mechanical Code, as adopted by the Washington State Building Code Council, as published by the International Code Council Inc.
- The 2006 International Fire Code, as adopted by Washington State Building Code Council, as published by the International Code Council Inc.
- The 2004 Washington State Ventilation and Indoor Air Quality Code, as adopted by the Washington State Building Code Council (RCW 19.27).
- The 2004 Washington State Energy Code, as adopted by the Washington State Building Code Council (RCW 19.27A.020); Amended November 21, 2003.
- The Washington State Historical Building Code, 1990 edition, as set forth in Chapter 51-19 of the Washington Administrative Code (WAC).
- The installation requirements for mobile/manufactured homes, factory built homes, commercial structures, commercial coaches, recreational vehicles, and park trailers, as set forth in WAC sections 296-150C, 296-150F, 296-150M, 296-150P, & 296-150R.

In addition, the fire protection systems (number of fire hydrants and their location) will need to be coordinated with city departments.

Building Department FAQ's

The Building Department staff are available to answer all your questions Monday through Friday, 8 a.m. to 5 p.m. We are located at 170 South Oak Street, in City Hall. You can contact us by telephone at:

Robert Cleaver, Building Official (509) 684-5097

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Questions relative to building issues can be complicated. Each situation should be considered in light of its own circumstances. Answers to some of the more "*Frequently Asked Questions*" can be found below.

Q. I need to know the specifications for building in the City of Colville.

A. Building Structural Design in jurisdiction is subject to the following criteria:

| | |
|-----------------------------------|--|
| Roof Snow Load: | 40 pounds/square foot (psf) |
| Wind Speed (mph): | 85 mph (3-second gust) |
| Seismic Category: | C |
| Subject to Damage from: | |
| Weathering Frost: | Severe |
| Depth Line: | 30" |
| Termite: | None to slight |
| Decay: | None to slight |
| Winter Design Temp: | -5° F |
| Ice Shield Underlayment Required: | No |
| Flood Hazards: | Community Panel #5301870001B, Zone C, Effective 06/05/1985 |
| Air Freezing Index: | 1331* |
| Mean Annual Temp: | 46.2° F |

*Information taken from the National Climatic Data Center data table "Air Freezing Index — USA Method (Base 32° Fahrenheit)" at www.noaa.gov/fpsf.html.

Q. Do I need a permit?

A. The rule of thumb is, if you have to ask, you probably need to secure a permit. Permits are required for any building or structure which is to be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate permit for each building or structure has been first obtained from this department.

Q. What work, if any, is exempt from a permit?

A. There are some types of projects which will be exempt from the permit process. They are:

1. One story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided that the projected roof area does not exceed 200 square feet.
2. Oil derricks.
3. Movable cases, counters, and partitions not over 69" high.
4. Retaining walls which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting surcharge or impounding Class I, II, or III-A liquids.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
6. Platforms, walks, and driveways not more than 30 inches above grade and not over any basement or story below.
7. Painting, papering and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Window awnings supported by an exterior wall of single family and garages when projecting not more than 54 inches.
10. Prefabricated swimming pools, less than 24 inches deep, accessory to a single family home in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons.
11. Fences that are six feet in height or less. Please check the specific requirements for fence construction.

12. The Building Official may exempt construction, alteration, or repair work where such work is less than \$500.00 in construction value; to be of a non-structural nature; does not include the installation of wood stoves, freestanding fireplaces or other similar heat producing appliances; and is determined to be consistent with the intent of this code and the general health, safety, and welfare of the public.

Unless otherwise exempted, separate plumbing and mechanical permits will be required for the above exempted items.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any laws or ordinances of this jurisdiction.

Q. I'm planning on building a deck in my back yard off the rear of my house and about six feet above the ground. Do I need to have plans and a permit?

A. Yes, the code requires that a deck located more than thirty inches (30") above the surrounding grade obtain a building permit.

Q. We're painting the exterior of our house. Is a permit required?

A. No, a permit is not required for cosmetic improvements such as painting, carpets or other types of flooring material.

Q. The trap on my kitchen sink is leaking. Do I need to get a permit to replace it?

A. No, a permit is generally required when the work involves moving a fixture, installing new fixtures or installing drain lines or water supply piping.

Q. I bought a new water heater at a local hardware store. Is installing it considered a minor repair?

A. No, it is a replacement and requires a permit for the installation.

- Q.** My furnace failed and since it was Saturday, I bought a new one exactly like the old one and installed it myself. The weather was cold and my family needed the heat. Am I going to be fined for installing the furnace without a permit?
- A.** Emergency repairs or replacements can be done immediately. However, if a permit would normally be required then you should obtain the permit as soon after the repair or replacement is accomplished to confirm by inspection that the installation meets the code requirements for the repair or replacement.

The Building Department is here to provide a service and we can best provide that service by being available to answer your questions. Call (509) 684-5096 with any question or concern. If we don't have an answer, we will find the answer and call you back.

City of Colville



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