



City of Colville Building and Planning

170 S. Oak, Colville, WA 99114

Tenant Improvements & Remodels

Tenant Improvements require a site inspection (Commercial Check – see page 2) by the City of Colville Building and Planning Department before a building permit will be issued.

Permits are required for all commercial, residential, and light industrial remodels, additions or alterations to any building or structure. Construction designs shall conform to the requirements of the currently adopted codes for new construction. Portions of the structure not altered and not affected by the remodel are not required to comply with the code requirements for a new structure.

The provisions of the IBC applies to the construction, alteration, movement, enlargement, replacement, repair, and equipment, changes in use and/or occupancy, location, maintenance, removal and demolition of every building or structure or anything connected to or attached to such building or structure. Demolition Permits are required.

Safeguards: Existing structural elements, required exits, fire protection devices and sanitary safeguards shall be maintained at all times during remodeling, alterations, repairs or additions to any structure.

Re-Siding & Windows: With the adoption of the 2012 International Code, came moisture barrier and flashing requirements. Permits are required to re-side, alter the exterior siding and/or change out windows and exterior doors.

Site Improvements: Changes in square footage and/or the building use could trigger the need for site improvements such as additional parking. A Site Plan & Review would be required in that case. The building permit would not be issued until the City Planner and the City's Public Works Department have approved the associated site and possible offsite improvements.

Changes in Use/Occupancy: Changes in the use of an existing building should **always be pre-approved** by the Building and Planning Department per the attached "Commercial Check Form". Before signing a lease or investing time and money in a tenant improvement, set up a Pre-Project Review Meeting and/or a site inspection. At no cost to you, the Building and Planning Department will check to see if the new proposed use is compatible with the zoning, if parking is adequate, and give you other useful information about that particular location.

Contact Information

RJ Keetch – City Planner

Email - rjkeetch@colville.wa.us

Dave Harper – Building Official/Inspector

Email – dharper@colville.wa.us

Sydney Gilmore – Administrative Secretary

Email - sgilmore@colville.wa.us

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Phone (509)684-5096 or (509) 684-5097 Fax (509)684-5030

Commercial Check Form

Zoning, Building Codes & Fire Codes

Site Visit Scheduled Date/Time: _____

The purpose of this form is to provide a way for new businesses, expanding businesses or business changing/expanding their use to verify that they meet zoning codes, building codes and fire codes before investing significantly. Onsite and Offsite improvements may be necessary also. Upon scheduling a "commercial check" representatives from the City Planning, Building and Fire departments will meet with the business owner and provide written requirements to the business/owner.

Name of Business Owner: _____

Business/Organization Name: _____

Site Address of Commercial/Zoning Check: _____

Zoning/Planning

Site Zoning (please circle): C3 C2 L1 R3 R2 R1 R1S OS

Present Use: _____

Proposed Use in Detail: _____

Site and Zoning Requirements/ _____

Zoning is Approved _____ Yes/No
RJ Keetch, Planner _____ Date: _____

Offsite Improvement requirements: _____

Jeff Cochran, Municipal Services
Director _____ Date: _____

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Building/Fire Codes

If an existing building what are the proposed changes? or New Building? _____

Brief description of Building Code Notes/Requirements Based on proposed change in use/or building expansion/new building: _____

Dave Harper, Building Official _____ Date: _____

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