

Building Inspections:

1. **Footing Inspection** is made after the trenches are excavated, forms are erected and when all reinforcement is in place. If site mixed concrete is used, all materials must be on site.
2. **Foundation Inspection** is made after the forms are erected and when all reinforcement is in place. If site mixed concrete is used, all materials must be on site.
3. **Pier and Anchor Inspection** for a mobile structure is made before the structure is occupied, but after the structure is on the site, blocked and tie downs are in place.
4. **Underground Plumbing Inspection** is made before all piping is covered by earth or concrete. An air or water test of plumbing is required to be on the systems for this inspection.
5. **Framing, Mechanical & Rough Plumbing Inspection** is made after all framing, fire blocking and bracing are in place and all pipes, chimneys, ducts and electrical are complete. All plumbing and gas piping must be tested in accordance with the applicable codes at this time.
6. **Envelope and Flashing.**
7. **Insulation and Vent Inspection** is to be made before any lathing and/or wallboard taping or mud is applied.
8. **Lath and /or Wallboard Nailing Inspection** is made before any plaster and/or wallboard taping or mud is applied.
9. **Final Inspection** is made after the building or structure is complete and ready for occupancy or service. For mobile structures this inspection must be within 30 days of moving into the structure.
10. **Ongoing Work Inspection** is due every six months when no other inspections have been scheduled, to verify that work is progressing or the permit will expire.

Permit Expiration:

Building permits expire if work does not get underway within 180 days (six months), or if work is suspended for 180 days or more. The permit may be extended if application is made before the permit expires and the Building Official is satisfied that circumstances beyond the control of the permittee have prevented construction progress. If a contractor will perform the work, it is still the final responsibility of the owner to make sure all inspections are requested.

Does my project require a permit?

Not all projects require a building permit.

Examples of projects that don't require a building permit include:

- One-story detached accessory structures that do not exceed 200 square feet.
- Retaining walls that do not exceed 4 feet in height measured from the bottom of the footing to the top of the wall.
- Fences that do not exceed a height of 7 feet.
- Decks not attached to the home (free standing) and not over 200 square feet or over 30 inches above ground.
- Repairs made to plumbing and mechanical systems.

If you are not sure if your project requires a permit, please contact the City of Colfax Building Department. Permit issuance is required before any work may be done as outlined in the City of Colfax Municipal Code Section 15.02.030



Submittal Requirements For New And Existing Building Projects

City of Colfax Building Department

400 N. Mill St.

Colfax, WA 99111

Phone: 509-397-3861

Cell: 509-288-1852

Email: building@colfaxwa.org

City of Colfax Building Department

Application Instructions

General Instructions: Please fill out the application as completely as possible. You may find that some of the blanks are not relevant to your project. If you cannot find some information, please ask for assistance. We may be able to simplify and explain the various sections.

Owner Information: Owner's name, mailing address and phone number where you can be reached, from 8:00 am to 5:00 pm.

Site Information: Provide site address.

Describe Work: What is the project, what will it be used for? How many square feet, how many stories, what type of materials and construction, what phase of construction is covered by the permit and any other pertinent information.

Valuation: Is determined by one of the following methods:

- 1. Multiplying the number of square feet times the cost per square foot for the building type listed on the *Building Valuation Data* sheet. This information is available from the Building Department.
- 2. Cost of materials times 2, or
- 3. A contractor's bid price.

Energy Code Information: Please ask for, "What You Need to Know to Meet the Energy Code", if you are building a residential project. Commercial projects. Please attach a summary of any energy takeoffs and lighting budgets. A mechanical contractor or your local utility could be helpful in selecting the best system for your needs.

Square Feet: Of building heated space.

Compliance Path: Prescriptive is the easiest to qualify for meeting minimum standards of insulation in ceilings and floors, U-values of doors and windows and furnace efficiency and ventilation. Component is slightly more difficult, requiring some calculations and documentation of design. System analysis is a complete study normally done by a design professional with the aid of a computer to model the site factors and the building systems.

Contractor Information & Plans By: Similar to owner's information, but with the contractor's license number(s) added. WAINS number is for Manufactured Home installers only.

Heating Fuel: What type of fuel will supply your primary heating needs? List electric if used as back-up.

Furnace: Size in btu's and efficiency. Efficiency is expressed as a percentage representing the Annual Fuel Utilization Efficiency (AFUE), for gas, oil or propane. For heat pumps, it is expressed in either Heating Season Performance Factor (HSPF) or Coefficient of Performance (COP). Electric is assumed to be 100% efficient.

Glass to Floor: Divide the window area by the floor area. Include heated spaces only in the calculations.

Plumbing Fixtures: List quantities and locations.

Building Plans

Building plans are required for all projects, except reroofs, residing and other similar work. Please submit **two (2)** complete sets of plans. A complete set of drawings and specifications includes a site plan, a foundation plan, floor plans, wall sections, details, cross sections and exterior elevations (side views). Plans shall be drawn to scale on paper. Remember to show in sufficient detail the following: concrete reinforcing size and shape, location

of crawl space and attic access, ventilation both mechanical and natural, beam and joist sizes, grade, length and spacing, engineer stamped trusses, handrail and guardrail detail.

Interior remodeling projects need only include a description of the work to be accomplished and typical framing plans. Exterior remodeling that will expand the existing building must include all relevant drawings, including elevations of affected sides, foundation and site plans, etc. If the nature of the work is such that some of the required plans, calculations, construction inspection requirements, etc., are not necessary, the building official may waive those requirements.

Site Plan:

- Setbacks from roadways & property lines
- Names of road(s)
- Indicate north & scale of drawing
- Property lines & easements with dimensions
- Existing structures
- Slope of land (grade and direction)
- Utilities, power lines, sewer, septic/drain field & well locations
- Creeks, rivers, drainage ways & other water bodies
- Driveways, walkways & retaining walls

A survey of the property may be required to verify the placement of the structure and insure compliance with the approved site plan.

Foundation Plan:

- Footings, piers & foundation walls
- Reinforcing (grade, size, spacing)
- Foundation vents
- Posts & beams (sizes, spans, direction)



**Know what's below.
Call before you dig.**

Floor Plan:

- Room uses & sizes
- Window / door locations; sizes, types, U values
- Egress windows (escape)
- Skylights
- Plumbing fixtures
- Smoke detector locations
- Exhaust fans in bath, laundry, kitchen & other required rooms
- Stairways, risers, runs, treads, handrails, guardrails
- Locations of hot water tank, furnaces, wood stoves, fireplaces & combustion air for each
- Crawl space & attic access (size, location)
- Whole house mechanical ventilation system
- Show complete dimensions

Wall Sections:

- Braced Wall Line Requirements
- Floor joist size & spacing & layout
- Floor sheathing material
- Wall stud size & spacing & layout
- Ceiling height
- Typical wall barriers, sheathing & siding
- Sheetrock or interior finish
- Rafters, ceiling joists, trusses (size, spans, spacing)
- Attic ventilation
- Typical roof sheathing, roofing material, roof pitch
- Insulation material, R-values in walls, floor, ceiling & slab
- Headers (size, spans)
- Anchor bolts & pressure treated bottom plates
- Truss specs & layout

Exterior Elevations:

- Chimneys
- Finished grade
- Building height
- Window and door locations
- Deck, steps, handrails, guardrails
- Roof slope