



BUILDING PERMIT INSTRUCTIONS

REQUIRED DOCUMENTS:

An application for building permit, whether it be a commercial building, dwelling, roof, furnace, demolition or other, must be accompanied by:

- Building Permit Application Form - 1 original & 2 copies
- Site plans and elevations - 3 sets
- Structural plans - 2 sets
- Other documents – 2 or more sets (contact the Planning Department to discuss)
- Master Land Use Application, only if you are concurrently submitting other land use applications - 1 original & 2 copies.

Answer all questions and fill in all sections. Please call or email staff, if you have questions or alternatively would like to submit your application electronically.

Sign Permits. Application forms for signs are available at www.daytonwa.com on the [Permit Center/Land Use Permit Forms](#) webpage.

Preapplication Meeting. You may schedule a preapp. with staff prior to submittal of your permit. Complete a Preapplication Form as listed at on the [Permit Center/Land Use Permit Forms](#) webpage and submit together with plans and fee.

SUBMIT PERMIT APPLICATION:

Apply at Dayton City Hall - Planning Department - 111 S. 1st Street, Dayton, WA
Monday-Thursday, 8:00 a.m. to 4:00 p.m. or Fri. by appointment.

Building permit fees are paid when the permit is issued, not at submittal. For a building permit fee estimate contact Columbia County Building Dept.

If required, Planning and Public Works fees are paid at the time of submittal for environmental reviews, or other applications associated with the project. Planning and Public Works application forms, and city fee schedule are available on the [Permit Center webpages](#). City engineering review for streets and utilities is privately contracted and the applicant is responsible for the cost of review time, meetings, etc.

REVIEW OF APPLICATION:

Planning/Zoning/Environmental: Staff reviews site plans, setbacks, zoning, historic preservation, flood hazards, shorelines, critical areas, and SEPA (State Environmental Policy Act). These review(s) occur prior to building permit issuance.

Streets/Water/Sewer: Public Works reviews streets, street approaches, sidewalks, water, and sewer connections, on-site utility lines outside of structures, and whether development may interfere with public utilities. Separate applications are required to work in the right-of-way, and connection to city water and sewer (See *Public Works webpage* for applications).

Building/Fire/Plumbing/Mechanical: Plans will be routed to the Columbia County Building Dept. * for structural, building, fire, plumbing and mechanical reviews and permits. You will be contacted if there are any questions regarding your plans. Once approved, a set of plans will be returned to you when your permit is issued. (**On contract with Dayton for Building Services*)

PERMIT ISSUANCE:

The Columbia County Building Dept. will notify the applicant that the permit is ready for issuance, once the permit has been reviewed and approved. The building permit/inspection fee must be paid to the Col. Co. Bldg. Dept. They accept checks or exact cash. Please make checks payable to the **Columbia County Treasurer** before or at the time the permit is issued and the fee is non-refundable. Building Permit pickup is located at the Col. Co. Bldg. Dept., 114 S. 2nd Street, Dayton, WA 99328.

INSPECTIONS:

The applicant is responsible to schedule inspections. Please note that staff workloads may not provide sufficient time for all requested inspections. Staff will make every effort to accommodate your request.

Planning Inspections: The Dayton Planning Department will notify the applicant and Columbia County in writing if and when planning conditions or inspection(s) are required. Such inspections may be needed in association with zoning, conditional use permit, SEPA mitigation, critical areas, historic preservation or other applications. For Planning Dept. inspection appointments, contact: Karen Scharer, Planning Director, Email: kscharer@daytonwa.com, PH: 509.540.6747

Public Works Inspections: Separate inspections are required to work in the right-of-way, and connection to city water and sewer (See Public Works webpage for applications). Contact Jim Costello, Dayton Public Works Director, PH: 509.382.4571 or 509.382.2361.

Building Inspections: The permit will state the required building inspections. Schedule inspections for Mon.-Fri. 7:30 a.m. to 4:00 p.m. Please contact the Columbia County Building Dept. for inspections at least twenty four hours (1-day) before such inspection at PH: 509.382.4676.

Failure to obtain required inspections is cause for a permit to expire without final approval or Certificate of Occupancy. Work performed without inspection and/or final inspection approval is a violation of City and Building Codes. If a permit expires without renewal, a new application for permit must meet current codes/standards at the time of a complete application submittal. A new application does not vest to previous codes/standards applied to the previous expired permit.

QUESTIONS? PLEASE CONTACT:

Karen Scharer, Planning Director, EMAIL: kscharer@daytonwa.com, PH: 509.540.6747
Office Hours are Mon.-Thurs., 8:30 a.m. to 5:30 p.m. or Fri. by appointment.

Jim Costello, Public Works Director: PH: 509-382-4571 or 509.382.2361. Mon. -Thurs. 8 am - 3 pm

Greg Abramson, Senior Planner/Building Inspector, EMAIL: greg_abramson@co.columbia.wa.us
PH: 509.382.4676



BUILDING PERMIT APPLICATION FORM

CITY APP. TRACKING #

BUILDING PERMIT #

PROJECT LOCATION	
SITE ADDRESS	
BUSINESS NAME	
TAX PARCEL #	

PROPERTY OWNER	
Name:	Day Phone
Mailing Address:	
E-mail:	Cell Phone
Signature of Owner:	Date:

APPLICANT	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER: _____
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Name:	Day Phone
Mailing Address:	
E-mail:	Cell Phone

CONTACT PERSON	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER: _____
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Name:	Day Phone
Mailing Address:	
E-mail:	Cell Phone

DESIGN PROFESSIONAL	<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> N/A
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Name:	Day phone
Mailing Address:	
E-mail:	Cell Phone

CONTRACTOR	<input type="checkbox"/> YES <input type="checkbox"/> N/A
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Name:	Day phone
Mailing Address:	
E-mail:	Cell Phone
Contractor License #	Expiration Date
License # (other)	Expiration Date

PERSON PERFORMING THE WORK

- I am currently registered and properly licensed as a CONTRACTOR or SPECIALITY CONTRACTOR as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit; or
- I am an AUTHORIZED AGENT of the property owner and all work will be done by a properly licensed contractor or a specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit; or:
- I am EXEMPT from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialty contractors in connection with the work to be performed under the permit applied herein.

Print Name: _____ Signature: _____ Date: _____

For information about Contractor Licensing and Registration Requirements, please contact the Washington State Department of Labor & Industries at **1-800-647-0982** (or) www.lni.wa.gov (or) www.lni.wa.gov/TradesLicensing/Contractors/HireCon/.

PROJECT INFORMATION		Description of Work:	
Project Valuation (Based on Fair Market Value of Labor and Materials):		\$ _____	
Existing Use:		Proposed Use:	
Occupancy Class(s):		Type Construction:	
Total Existing Impervious Surface (sq/ft):		Total New Impervious Surface (sq/ft):	
Total Existing Lot Coverage (sq/ft):		Total New Lot Coverage (sq/ft):	
Building Type(s):		Type of Project(s):	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Public <input type="checkbox"/> Manufactured		<input type="checkbox"/> New <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Addition <input type="checkbox"/> Foundation <input type="checkbox"/> Accessory <input type="checkbox"/> Reroof <input type="checkbox"/> Repair <input type="checkbox"/> Other _____	
		# of Stories:	# of Dwellings:
		Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total # Bedrooms:
		Building Height:	
		Heat Source: <input type="checkbox"/> Electric <input type="checkbox"/> Other _____	
Sewer Connection: <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A		Electric Service: <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A	
Water Connection: <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A		Other _____ <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A	

Applicants must contact the Columbia County Health Department for projects involving food/beverage service 509-382-2181.

PROPERTY DISTRICTS & LIMITATIONS:			Zone:		SEPA Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No	
Setbacks:	FRONT(s):	SIDE(s):	REAR:	OTHER:		
CUP requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Flood Zone <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		Wetland <input type="checkbox"/> Yes <input type="checkbox"/> No		Landslide Hazard <input type="checkbox"/> Yes <input type="checkbox"/> No
Variance requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Elevation Cert. Req'd <input type="checkbox"/> Yes <input type="checkbox"/> No		Riparian Area <input type="checkbox"/> Yes <input type="checkbox"/> No		Erosion Hazard <input type="checkbox"/> Yes <input type="checkbox"/> No
Historic District/Designation:		Aquifer Protection: <input type="checkbox"/> Yes <input type="checkbox"/> No		Shorelines <input type="checkbox"/> Yes <input type="checkbox"/> No		Seismic Hazards <input type="checkbox"/> Yes <input type="checkbox"/> No
COA Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Special Studies submitted:				

NOTES:

LENDER INFORMATION:		Self-Financed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If you checked "NO" - Information must be provided for projects valued over \$5,000 per RCW 19.27.095.</i>			
Name of Lender (or) Bonding Company providing interim construction financing:			Phone:
Address:			

APPLICANT CERTIFICATION	
<p>* I certify that I am the owner of the property described above (or) the owner(s) authorized agent and I have been given express permission by the owner(s) of the property to submit this application for permit and that I am authorized by the owner(s) of this property to perform the work for which the application is made and I comply with the requirements of the Washington State Contractors Act, per RCW 18.27. I certify that to the best of my knowledge, the information submitted in support of this permit application is true and correct. I certify that I will comply with all applicable City of Dayton, state and federal regulations and laws pertaining to the work authorized by the issuance of a permit. I understand that issuance of this permit does not remove the owner's responsibility for compliance with local, state or federal laws regulating construction, land use or environmental laws.</p>	
Signature of Applicant: <i>Owner (or) Authorized Agent</i>	Date:
Print Name:	
<p>NOTICE: An application for a permit for any proposed work shall be deemed to be abandoned 180 days after the date of filing unless an application has been pursued in good faith or a permit has been issued.</p>	