

Building Permit Application

Checklist

- Completed Application. (2 pages)
- Permission to Enter (PTE) Form.
- Lewis County Assessor's Map (current): www.lewiscountywa.gov.
- Site Plan must include the following:
 - ✓ Indicate North Arrow
 - ✓ Property dimensions and boundary lines
 - ✓ Proposed structure dimensions and setbacks (front, side, and rear – in feet)
 - ✓ Type of structure
 - ✓ Existing structures, paved/graveled surfaces, patios/decks, etc.
 - ✓ Driveway location
 - ✓ Streets and/or alley ways
 - ✓ Major feature(s) of property (ravines, seasonal creeks, wetlands, etc.)
 - ✓ Existing well or system location
- One (1) Set of Electronic Engineering Plans and Two (2) Sets of Hard Copies with an engineer's stamp. (If Applicable)
- New Construction Utility Service Applications. (If applicable)
See the Billing Clerk for application(s).
 - ✓ Hookup fees must be paid at the time permit is issued.
 - ✓ An inspection is REQUIRED before back-filling ditch for water and/or sewer lines. Call at least 24hrs in advance.
- Signed & Dated Energy Code Compliance Certification. (If applicable. Consult permitting office for details.)
- SEPA Checklist. (If applicable. Consult permitting office for details.)
- New Manufactured homes – See the application for “Mobile Home Placement”.
- Existing Manufactured homes require permitting through the Department of L&I. <https://www.lni.wa.gov>
- All Electrical inspections are completed by L&I. <https://www.lni.wa.gov>
- All contractors/sub-contractors must have a City of Napavine Business License from the State of Washington.
Please report sales tax to CODE 2105.

**** A site inspection must be completed prior to the start of construction. Call 24 to 48 hours in advance. ****



Community Development

407 Birch Ave SW | PO Box 810 | Napavine WA 98565

www.cityofnapavine.com | 360-262-9344

Property Address: _____	Tax Parcel #: _____
Legal Description: _____	
Property Owner: _____	Phone #: _____
Mailing Address: _____	Email: _____
Contractor: _____	Phone #: _____
Mailing Address: _____	Email: _____
L&I License #: _____	Expiration Date: _____
Contact: (When application approved or for questions) _____ Owner _____ Contractor _____	

Project Description: _____

Project Value/Bid Price: \$ _____ Number of Bedrooms: _____ Number of Bathrooms: _____
Square Footage: Main Floor _____ Second Floor _____ Garage _____ Deck/Porches _____
Finished Basement _____ Unfinished Basement _____ Other _____

I certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of the State Building Code; the construction as located at the site will conform to the State Building Code and to all other applicable laws and ordinances; I understand that it is solely my responsibility to research Napavine's Municipal Code for all requirements and applicable charges during construction; and I am the owner/applicant or have authority to bind the owner to these covenants and I have examined this application and know the same to be true and correct.

Owner or Contractors Signature _____

Date _____

Required Documents

Minimum Requirements	Req'd	Recvd	Additional Applications	Req'd	Recvd
Completed Application	X		Right-of-way (city roads)		
Permission to Enter (PTE)	X		Fire Permit (Propane Tanks, etc.)		
Critical Areas/Resource Lands (CARL)			Floodplain Development Permit		
Assessor's Map (Current)			Grading permit (50+ cy fill/grade)		
Site Plan (Current)			Stormwater Permit		
Prints - 2 Printed and 1 Electronic set			Shoreline Permit (Exempt. or Substantial Dev.)		
Energy Code Compliance			Special Use Permit		
SEPA Checklist			Administrative Approval		
			Variance		
			City Water Connection		
			City Sewer Connection		

City Officials Signature: _____ Date: _____

For Official Use	Date Received: _____	Received By: _____	Permit Number: _____
Zoning: _____	UGA/Form 17 Sent: _____	Construction Type: _____	Occupancy: _____

To be completed by Applicant

Plumbing Permit Details				Mechanical Permit Details			
Qty	Type of Fixture	Qty	Type of Fixture	Qty	Type of Fixture	Qty	Type of Fixture
	Water Piping		Lavatory (Washbasin)		Wood Stove		Air/Heat Exchanger
	Laundry Tray		Sewer		Unit Heaters		Gas Piping
	Water Closet (Toilet)		Dishwasher		Heat Pump _____ BTU		Vacuum Breakers
	Clothes Washer		Kitchen Sink & Disposal		Air Conditioner Units _____ BTU		Zero Clearance Fireplace
	Bathtub		Bar Sink		Forced Air System _____ BTU		Gas Fireplace/Stove/Heater
	Shower		Urinal		Boiler _____ BTU		Other: _____
	Water Heater		Slop Sink		Com'l Range Hood		
	Floor Drain		Other:		Com'l Clothes Dryer		

To be Completed by City

City of Napavine Water

Water System ID #: _____ Meter Size: _____ Quantity: _____

Water Hook-up Fees \$ _____ Amount of Add'l Units # _____ (2 to 20 = \$2,100 ea.) (21 = \$ _____) (22 to 40 = \$2,100 ea.)

ULID Assessment Fee \$ _____ Facility Improvement Fee \$ _____ Com'l per ERU: Qty _____ @ \$1,600 ea. \$ _____

Total: \$ _____

City of Napavine Sewer

Permit #: _____ Date Issued: _____

Sewer Hook-up Fees \$ _____ Amount of Add'l Units # _____ (2 to 20 = \$2,100 ea.) (21 = \$ _____) (22 to 40 = \$2,100 ea.)

ULID Assessment Fee \$ _____ Facility Improvement Fee \$ _____ Com'l per ERU: Qty _____ @ \$1,600 ea. \$ _____

Total: \$ _____

Fee Types	Amount	Special Conditions	Fee Types	Amount	Special Conditions
Building Permit	\$		CARL Review	\$	
Plan Review	\$		Fire Permit	\$	
Mechanical Permit	\$		Flood Permit	\$	
Plumbing Permit	\$		Grading Permit	\$	
State Bldg Code Fee	\$ 6.50		Shoreline Permit	\$	
			SEPA Checklist & Public Hearing	\$	
			Other Permit Fees	\$	
Total: \$ _____			Total: \$ _____		

TOTAL OF ALL FEES \$ _____

Proposed Structure Site Diagram

Site Plan must include the following:

- ✓ Indicate North Arrow
- ✓ Property dimensions and boundary lines
- ✓ Proposed structure dimensions and setbacks (front, side, and rear – in feet)
- ✓ Type of structure
- ✓ Existing structures, paved/graveled surfaces, patios/decks, etc.
- ✓ Driveway location
- ✓ Streets and/or alley ways
- ✓ Major feature(s) of property (ravines, seasonal creeks, wetlands, etc.)
- ✓ Existing well or system location

**** A site inspection must be completed prior to the start of construction. Call at 24 to 48 hours in advance. ****

Use the space below or attach a separate sheet.



Permission to Enter

Permit #: _____

Owner or Contractor: _____ Phone #: _____

Property Address: _____ Parcel Number: _____

A phone number must be provided where applicant can be reached Monday to Friday, 8-4:30.

I understand that the City of Napavine requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Prior notification of the date and time of inspection is: ☐ Not Required ☐ Requested

Applications have been submitted for the following services:

1. _____
2. _____
3. _____
4. _____

Which may require on site permit processing, review, and inspection by employees of the Community Development Department, and/or Public Works Department for the property stated above.

By my signature below, permission is granted for representative(s) of the Community Development and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that is this document allows.

Signature of Owner or Authorized Representative

Date

Permit #: _____

Plan Review

For Official Use

Planning Department	Approved	Denied	N/A
Zoning and Siting Requirements			
Mobile Home Requirements			
Critical Area Requirements			
SEPA Review			
Fill/Grade Permit			
Variance/Conditional Use			
Comments/Conditions:			
Date:	Initials:	Initials:	

Public Works Department	Approved	Denied	N/A
City Water System Availability			
Sewer Availability			
Street, Sidewalk and Improvements			
Right-of-Way Permit			
Comments/Conditions:			
Date:	Initials:	Initials:	

Building Department	Approved	Denied	N/A
Plan Review			
Engineered Stamps			
Inspection Checklist			
Permission to Enter			
Additional Documents:			
1.			
2.			
3.			
Comments/Conditions:			
Date:	Initials:	Initials:	

Inspections

The following guidelines are provided to clarify when it is necessary to notify this office regarding inspection.

- UTILITY SERVICES: **Before** back-filling ditch for water and/or sewer lines.

NOTE: All construction must meet set back requirements which will be verified at the time of the below inspections.

- POST HOLES: After all holes are dug and concrete is placed in bottom of holes.
- FOOTINGS: After forms are set and rebar is in place but prior to pouring concrete.
- FOUNDATION: Concrete Walls: After forms are set/braced and rebar is in place but prior to pouring concrete. CMU Walls: After completion of mortaring all blocks in place but prior to setting any plates. All bond beams or other reinforced cells to be inspected before grouting.
- UNDERSLAB: After all plumbing groundwork installed and tested with all copper and ABS wrapped or sleeved if in contact with concrete; moisture barrier installed, and any required slab insulation installed.

NOTE: The Building Official may require the removal of any foundation work done or concealed without the required inspection.

- SHEAR NAILING: Prior to covering.
- ROUGH PLUMBING: After all rough plumbing including drains, vents, and water supply lines are completed and tested.
- ROUGH MECHANICAL: After all ductwork installed and properly supported.
- FRAMING: After completion of all rough framing and windows are installed but prior to installation of sheetrock. Masonry, plumbing, mechanical, electrical rough-in are all done prior to sheetrock.
- INSULATION: After approval of framing, rough electrical and rough mechanical inspections; insulation installed and caulking completed but prior to installation of any sheetrock.
- SHEETROCK: After insulation inspection approved and sheetrock is installed but prior to taping and finishing.
- FINAL: All systems installed and building ready for occupancy.

NOTE: Any structural framework, rough plumbing, or rough mechanical covered or concealed without the approval of the Building Official may be subject to removal by the owner or contractor at the request of the building Official.

In addition to the inspection specified above, the Building Official may make, or require, any other inspections of any construction work to determine compliance with the provisions of the code.

Arrange inspections by calling (360) 262-9344. **24 to 48 hour notice is required.**
Advance planning by the owner or contractor is recommended to avoid unnecessary construction delays.