



CITY OF OTHELLO
 BUILDING & PLANNING DEPARTMENT
 500 E MAIN STREET, OTHELLO, WA99344
 Building Dept. 509.488.3302 City Hall 509.488.5686
 WWW.OTHELLOWA.GOV

Received By: _____

BUILDING PERMIT APPLICATION

APPLICATION FOR: COMMERCIAL RESIDENTIAL
 ADDITION/REMODEL DEMOLITION GARAGE/SHED MECHANICAL NEW PATIO/PORCH PLACEMENT
 PLUMBING ROOFING SIGN (see page 2) OTHER _____

PROJECT SITE INFORMATION

Job Site Address: _____ Parcel #: _____
 Legal Description (Lot#/Block#/Plat): _____
 Description of work to be done: _____

 Labor & Material Valuation: \$ _____ Dimensions: _____ ft X _____ ft = _____ Total SF
(Only applies to Garage/Shed/New home/commercial construction)

IF APPLICABLE

Will you need new water services: Yes, When _____ No **OR** Will you connect to existing? Yes No
 Will you need new sewer services: Yes, When _____ No **OR** Will you connect to existing? Yes No

APPLICANT INFORMATION

OWNER INFORMATION

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____

CONTRACTOR INFORMATION

Name: _____ Phone Number: _____
 Mailing Address: _____
 City/State/Zip: _____
 City Business License #: _____ WA State Contractor License #: _____
 Email: _____

LIST ADDITIONAL CONTRACTORS

NAME:	PHONE:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

NOTE: ALL CONTRACTORS & SUBCONTRACTORS ARE REQUIRED TO HAVE AN OTHELLO BUSINESS LICENSE.

SIGN PERMIT (only): New Replace Existing

Sign # 1	Sign # 2	Sign # 3	Sign # 4
Internal or External Illumination Yes/No :	Internal or External Illumination Yes/No :	Internal or External Illumination Yes/No :	Internal or External Illumination Yes/No :
Type of Sign:	Type of Sign:	Type of Sign:	Type of Sign:
Sign Height (ft):	Sign Height (ft):	Sign Height (ft):	Sign Height (ft):
Sign Width (ft):	Sign Width (ft):	Sign Width (ft):	Sign Width (ft):
Wall Area (Façade-Width & Height):	Wall Area (Façade-Width & Height):	Wall Area (Façade-Width & Height):	Wall Area (Façade-Width & Height):

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Municipality and Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Municipality or its agents are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.

Buildings **MUST** conform with the plans, as submitted to the Municipality. Any changes of plans or layout must be approved prior to the changes being made. Any changes in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day's notice to perform such activities. The permit is automatically void in the event construction is not commenced within 180 days of issuance of this point. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

I hereby certify that as a contractor I am currently registered and properly licensed as defined in RCW 18.27 OR as property owner/authorized agent, I am exempt from the requirements of the contractor registration and will do all my own work or use properly licensed subcontractors in connection with the work to be performed under this permit. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided is incorrect, the permit may be revoked.

Signature of Owner/Authorized Agent

Date

Print Name

PLEASE REVIEW FOR COMPLETENESS PRIOR TO SUBMITAL



Building Guide

Single Family Residential Enclosing Existing Patio Covers

How to Use this Guide

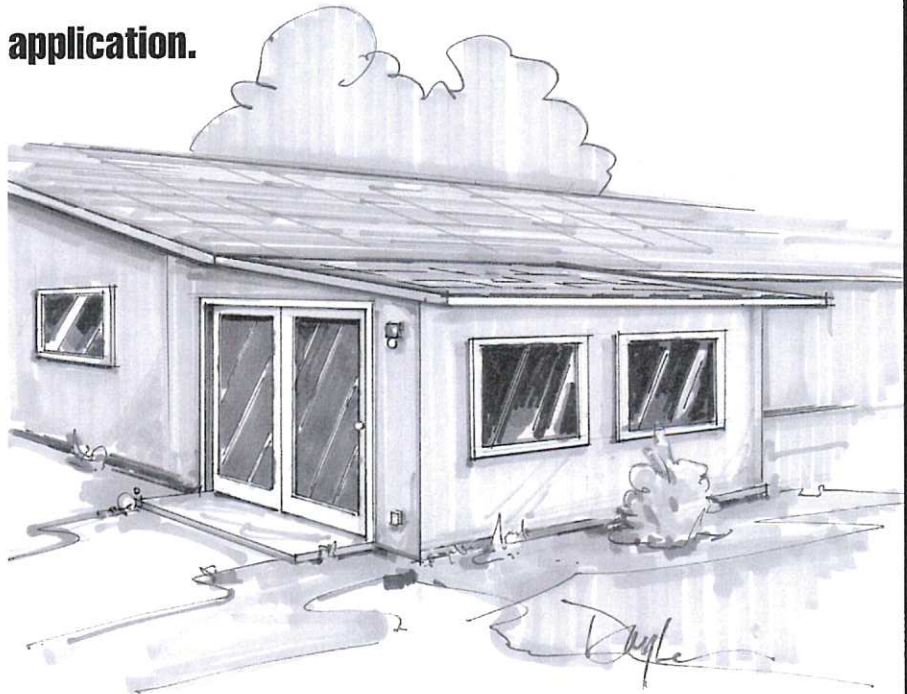
Check with your jurisdiction regarding type of submittal (paper or electronic) and for additional requirements. Draw to scale and complete the following (*hint: use graph paper with 1/4" squares. Example: 1/4" = 1'*).

1 Complete this Building Guide by filling in the blanks on page four and five, and indicating which construction details will be used.

2 Provide Plot Plan (site plan) showing dimensions of your project or addition and its relationship to existing buildings or structures on the property and the distance to existing property lines drawn to scale.

3 Fill out a building permit application.

The majority of permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.



Single Family Residential Enclosing Existing Patio Covers

General Notes

1. This submittal would enclose an existing code compliant and previously permitted patio cover with new walls of glass, framing, or other approved materials, to create a new non-heated, non-habitable enclosed patio
2. Under Appendix H of the 2015 IRC, Patio Cover enclosure walls may have any configuration, provided the open or glazed area of the longer wall and one additional wall is at least 65% of the area below a minimum of 6 feet 8 inches of each wall, measured from the floor
3. Note that all existing house windows and doors must remain in place. Heated areas and habitable rooms shall be submitted as a residential addition. Check with your local building department for specific design and submittal requirements.
4. The new room shall not block required egress from any area and shall not reduce any required natural light and ventilation.
5. Garage walls, doors, and windows that previously had an exterior exposure but are now within the enclosure shall be modified to meet required fire rated separation requirements.
6. Smoke alarms and carbon monoxide alarms shall be installed throughout the residence in compliance with IRC R314 and R315. Wireless alarms are acceptable
7. Various ICC-ES Patio Cover Reports prohibit enclosure.
8. Contact your local Building Department regarding electrical wiring requirements and applicable codes.
9. Provide gutters and downspouts with adequate drainage away from the structure.

Minimum Submittal Documents

- A completed permit application.
- Plot plans (site plan) showing the location of the structure to be enclosed, its relationship to existing buildings or structures on the property, and the distance to all property lines.
- A complete set of construction documents, clearly indicating all components and how they are to be anchored to one another, to the slab / foundation, to the roof, and to the dwelling.
- A floor plan view of all room uses within the dwelling that are directly adjacent to the new patio enclosure. Include any existing windows wells (from the basement) that would now be within the enclosure. See sample drawing on page 4
- Details regarding how the new walls / glazing shall be protected from any potential slab movement due to frost and expansive soils.

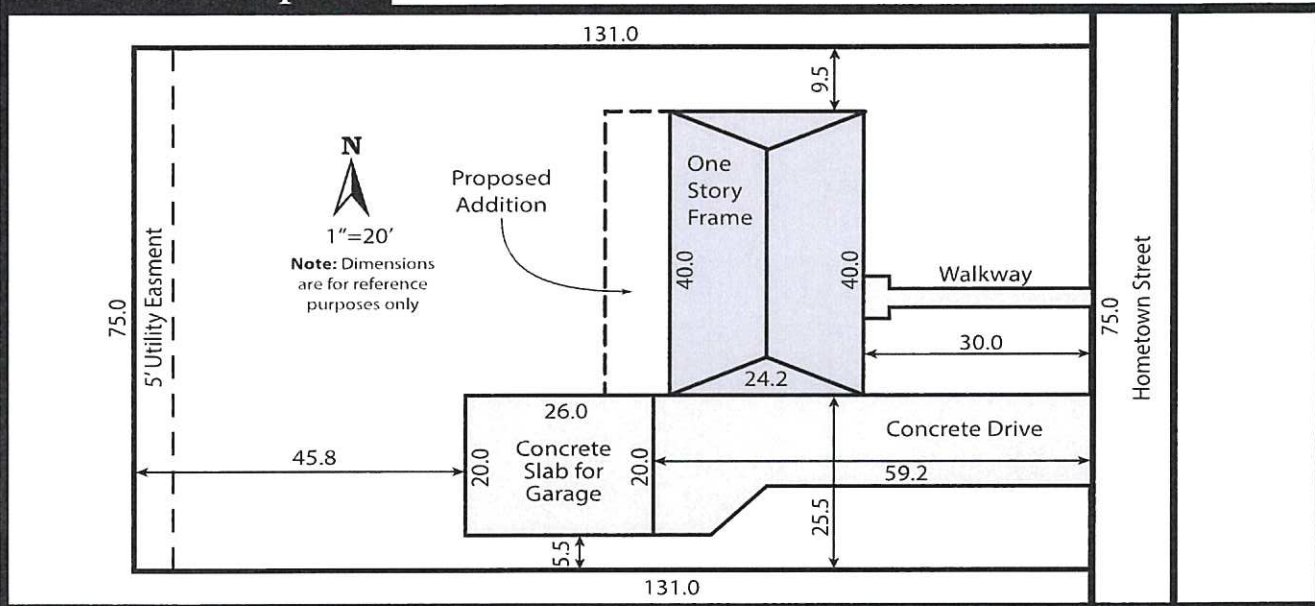
Submittal Documents that may be Required by Local Jurisdiction

- Engineered stamped construction drawings listing wind and snow loading.
- Engineered stamped foundation plans for the support of all walls / columns
- Frost protected foundation systems, or protection of existing slabs
- A current ICC-ES or other approved inspection / design report for proprietary wall component systems or assemblies.
- Provide an electrical plan indicating locations of outlets, lights and switches.
- Stamped engineering for any special construction details, including anchoring the new roof assembly to existing rafter tails, or alternate methods or materials
- Clarification of the type and location of lateral (wind) bracing, wall to foundation bolting, etc

Single Family Residential Enclosing Existing Patio Covers

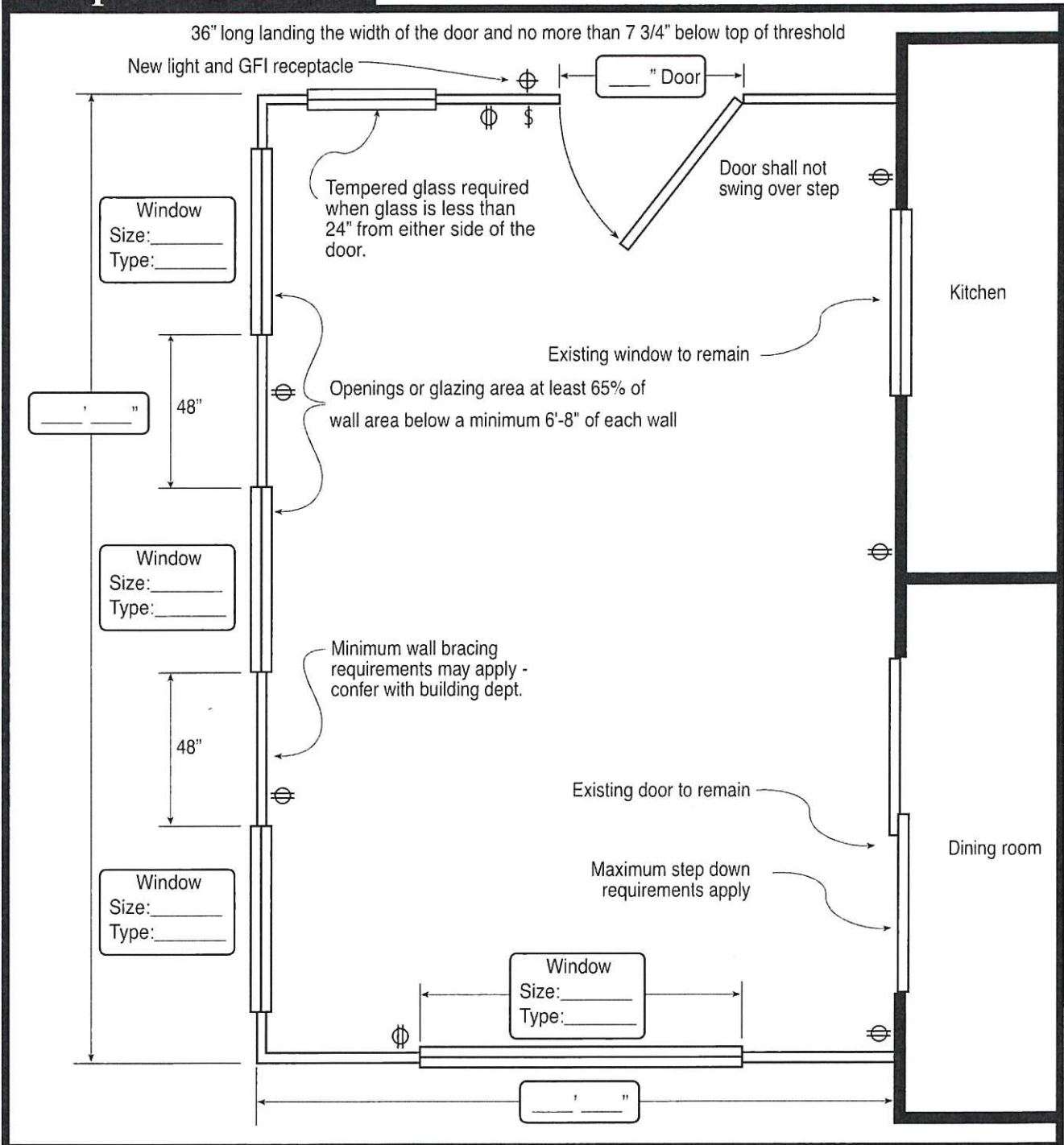
Note: A plot plan (plan view) showing the dimensions of your project or additions and its relationships to existing buildings or structures on the property must be included. In addition to project dimensions, your plot plan must also show other details such as post locations and spacing, joist and beam spans, and any other pertinent information not shown on the section drawing.

Site Plan Example



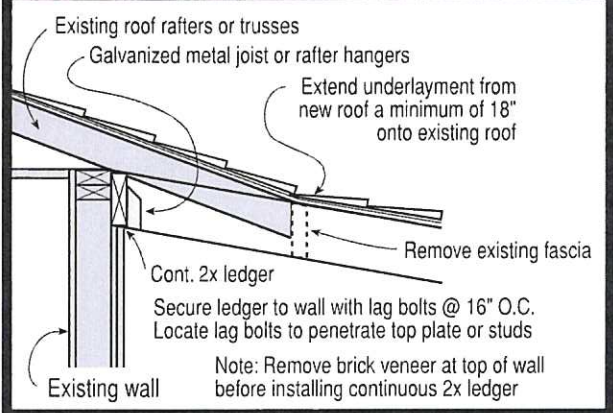
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Sample Floor Plan

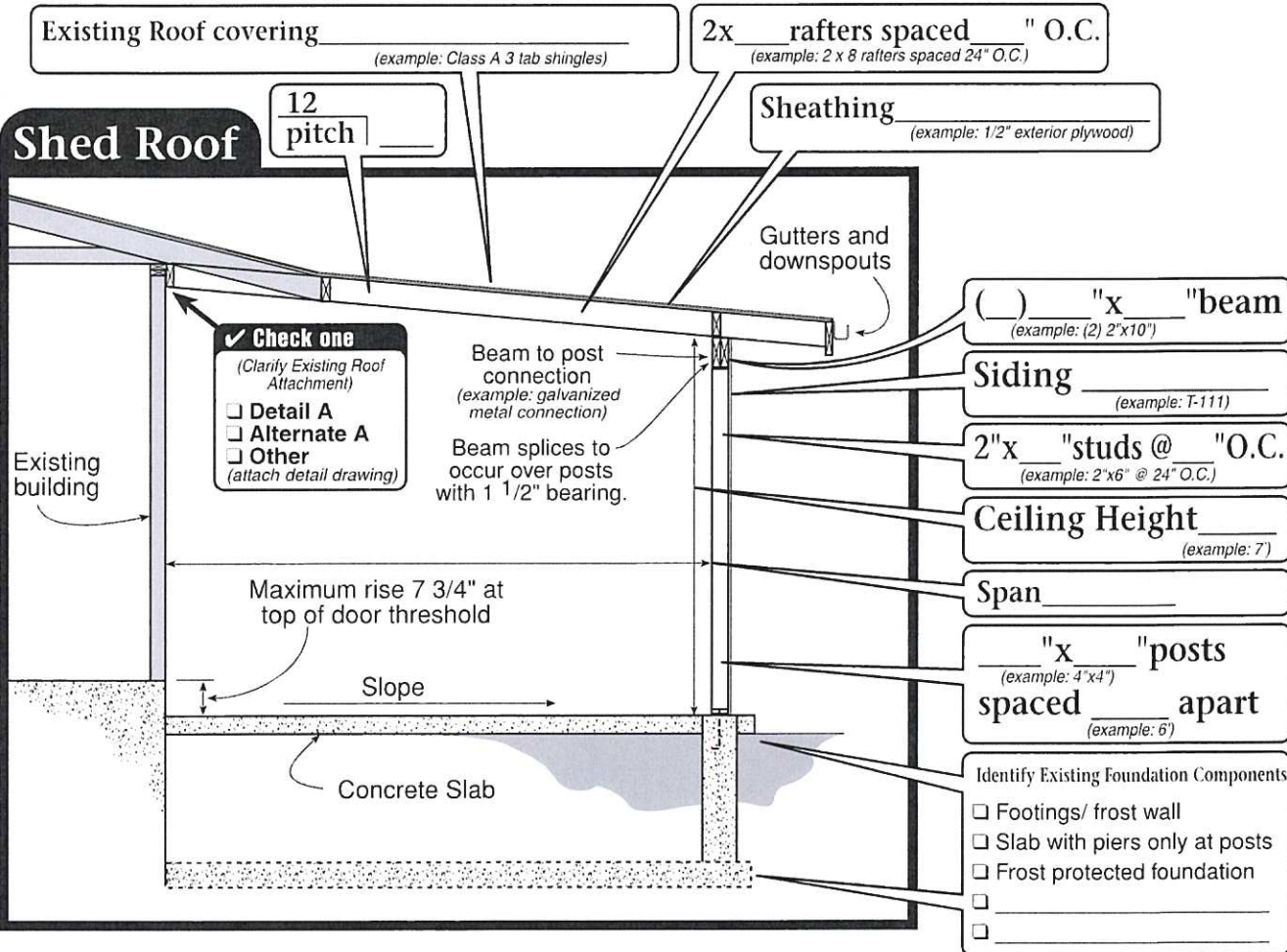
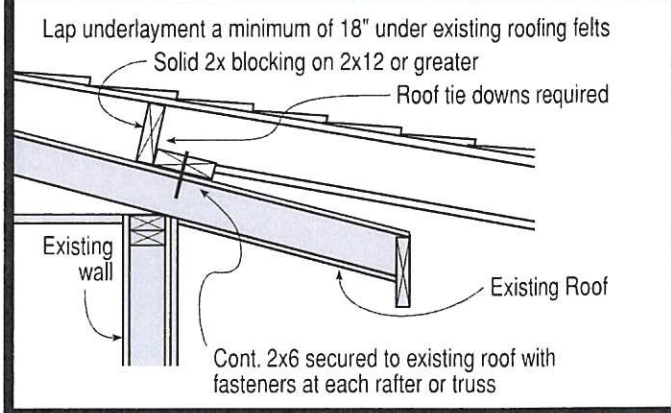


Single Family Residential Enclosing Existing Patio Covers

Detail A



Alternate Detail A



SITE PLAN

Site Address: _____ Indicate Scale: Each Unit = _____ feet

