



# PLANNING, ENGINEERING & BUILDING SERVICES

## RESIDENTIAL BUILDING PERMITS

### GENERAL INFORMATION

Residential construction is reviewed for conformance to the International Residential Code, associated Plumbing and Mechanical Codes, the Washington State Residential Energy Code, and City Development Codes. Building sites, uses and structures must conform to applicable zoning regulations. Other local ordinances could impact a project depending upon its specific nature and location. Approval by the local Home Owner Association may be required, and is obtained by the applicant.

Other permits: Water and sewer permits are obtained by the applicant from the provider. Review time is required, so plan accordingly. Proof of these permits is required for issuance of permits for new construction. Electrical permits/inspections are obtained through WA State L&I.

Building, mechanical and plumbing permits are reviewed and issued by the City. If all are required for a project, all three applications must be submitted together, and a single permit (with a single inspection card) will be issued. Deferred applications for plumbing and mechanical are NOT allowed.

A building permit is required for all residential construction, to include, but not limited to new structures, additions, patio covers, swimming pools, roof solar panels, decks, basement finishes, remodels, siding and window replacement, and relocation or demolition of an existing structure. Permits are also required for mechanical and plumbing equipment additions, replacement or repair (eg. Furnace, A/C units, water heater) regardless of repair value. Permits are required prior to commencing construction.

There are exceptions that do NOT need a permit, as follows :

- One story accessory structures less than 200 sq.ft. in area (They must meet setback requirements)
- Non-structural repair (eg. glass replacement in a window) if the construction value is less than \$1000
- Aesthetic-only finishing projects (ie. painting, tiling, replacement of carpets, countertops or cabinets)
- Replacing a sink or toilet, one-for-one, with no plumbing pipe or drain revisions
- Repair of plumbing leaks only if no piping, traps or vent need to be replaced with new material
- Fences less than 7' high (Verify property line locations)
- Retaining walls less than 4' high
- Sidewalks and driveways
- Prefabricated swimming pools less than 24" deep
- Swings and playground equipment
- Window awnings supported by a wall and not projecting more than 54"
- Decks less than 200 sq.ft., and are not more than 30" above grade, and are NOT attached to the home

Applications are reviewed on a first come-first serve basis. Review times range from **1–3** weeks from when the application is determined substantially complete. Any deficiencies will be brought to your attention. You will be contacted when the review is complete. Both the submittal and issuance process are electronic transmission of PDF files.

Liberty Lake has a **40 lbs snow load** requirement. Please include in all appropriate calculations.

## APPLICATION PROCESS

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In general, the process is as follows:

- Submit plans and applications. Email to [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov) or post to the City's FTP site
- Review is completed by the City. Correction comments will be made directly to the applicant
- Applicant is contacted with payment balance due
- Payment is made via the website portal or by Credit Card over the phone to (509) 755-6726
- Permit, approved plans and inspection card are electronically transmitted to applicant
- Inspections are requested by contractor via the website portal or by calling 509-755-6731

### NEW RESIDENCE OR ADDITION

In order for an application for a building permit to be considered complete, the following documents must be submitted electronically in PDF format: (drawings are noted as underlined)

1. Complete Building, Mechanical & Plumbing Permit Applications
2. Radon Mitigation method. Drawings to indicate that IRC prescriptive method is to be installed  
OR a letter from certified radon mitigation installer describing methods for specific address.
3. Residential Energy Code Compliance documentation

(download from <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>)

- Prescriptive Energy Code Compliance worksheet
- Mechanical Ventilation Worksheet
- Glazing Schedule
- Simple Heat System Size Worksheet

4. Site Plan (to include):

- Title block with contact information and date of drawing
- Scale & North Arrow
- Setback dimensions (as measured from property boundaries)
- For lots with slopes, topographical lines/elevations
- Any retaining walls, noting height of walls. If over 4', include engineering
- Property lines, dimensions, and gross lot area
- Percentage of lot coverage for all proposed structures
- Adjacent public or private streets, drives, rights-of-way, and easements
- Lot corners and elevations, including finished floor elevation
- The location and dimensions of all existing and proposed structures, pavement, and other improvements on the site. Driveway width and apron width must be dimensioned as well as sidewalks and paved pathways. Note setback dimensions for all existing and proposed buildings. All buildings must include any porches, decks, overhangs, etc.
- Existing buildings scheduled for demolition or removal must be indicated
- Other information, as determined by the City. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g. geotechnical evaluation, natural hazards, etc.), in conformance with the Development Code.

## **NEW RESIDENCE OR ADDITION (CONT.)**

### 5. Construction Drawings - 1/8" scale (min), with north arrow and scale noted on each sheet:

- Foundation plans w/ footing size noted. Label footings to correspond with footing calculator. Note # of pounds of load for each footing shown.
- Floor plans w/ room uses, dimensions, window and door sizes (label egress). Label and dimension all shear wall panels. (Any shear walls or braced wall panels over 12' height require an engineering stamp.) Include square footage for home components (garage, porch, habitable space).
- Roof plan. Identify pitches, ridges, valleys and soffits.
- Plumbing fixture & mechanical equipment locations and all gas stubs.
- Electrical fixture locations.
- Exterior elevations with height dimensioned.
- Cross sections w/ typical wall section from footing through roof showing full details.
- Detail sheet with connection details, braced wall panel locations, and typical braced wall panel.

Note: Required engineered details need the stamp & signature of engineer. All drawings must be to-scale with scale on each sheet and north arrows. When plans are prepared by a Washington State registered design professional, Liberty Lake requires that the cover sheet of the construction drawings include the original signed seal of the Architect and/or Engineer of record for the project. Other sheets may also require original seals. Plans must include a scale that is correct for the plan size (1/8" minimum). Plans must also be legible and include contact info for the project designer(s).

6. Floor joist layout plan w/ header & beam sizes indicated. Companion beam calculations.
7. Roof truss layout plan. Companion truss drawings and calculations.
8. Footing Calculator worksheets to correspond with footings shown on plans.
9. Water/sewer permits (not needed for review, but required for permit issuance).

## **REMODELS , BASEMENT FINISH**

In order for an application for a building permit to be considered complete, the following documents need to be submitted electronically in PDF format (drawings are noted as underlined):

1. Completed Building, Mechanical & Plumbing Permit Applications, as applicable.
2. Floor plans w/ room uses, dimensions, window and door sizes (label egress). Note clearly what is new construction and what is existing. Plans must be to-scale with scale noted.
3. Plumbing and mechanical equipment locations. Note clearly what is new and what is existing, including any rough-in piping (water or gas) or ducting.
4. Narrative for project. Describe in detail the methods being used. (If you don't tell us your plans, we cannot comment whether or not it meets code. Far better to discover deficiencies during design rather than during construction.) Define framing with sole plate, stud spacing, etc.
5. Include construction value.

## ADDITIONAL ITEMS

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- Grading / blasting permits may be required for site work.
- Any work conducted within the public right-of-way requires a Right-of-Way Permit.
- Electrical permits can be obtained from the WA State Dept. of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.

## PERMIT FEES

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Building permit fees are based on the valuation of the project. The valuation is determined from the square footage based on data from the Building Valuation Table published by the International Code Council. Fees are updated to that standard periodically. Refer to the City's Fee schedule for \$/sq.ft. values. Also applicable are: Residential Review fee valued at 25% of building fee amount, State-defined Surcharge at \$6.50 per permit and traffic impact fees (Harvard Road Mitigation) valued at \$671.02 for a new single family residence. Plumbing and mechanical permits are based on the equipment being installed plus a \$25 processing fee for each. Solar permits are \$85 plus the State-defined surcharge.

## RESIDENTIAL INSPECTIONS

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All required inspections will be noted on the inspection card provided. Both the permit and inspection card must be printed and available on site for all inspections. The contractor must be on-site for all inspections. No inspections will be completed without an authorized representative present.

The following inspections are required for new residential construction:

- Footing
- Stemwall
- Underground - plumbing, radon, insulation, sealant
- Rough-In - framing, braced wall, mechanical, plumbing
- Insulation - penetrations, glazing
- Blower Door Test - notify Planning, Engineering & Building Services when scheduled
- Final Inspection - driveway, sidewalks, grading, site clean-up, mechanical, plumbing, drywall

For remodels, there are typically 3 inspections as follows: Rough-in (framing, mechanical, and plumbing), insulation (if applicable) and final.

**It is the responsibility of the permittee to see that the required inspections are done.**

Failure to notify Planning, Engineering & Building Services that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner's expense. When you are ready for an inspection, please call 755-6731, and give your name, project address, permit number and type of inspection needed. We can usually schedule an inspection within 24 hours. Under certain circumstances, parts of your project may require additional inspections.

**Your permit will be considered null and void if the work authorized by the permit is not commenced or is stopped for a period of 180 days, unless a written request for an extension of the permit is received and approved by the building official prior to expiration. An inspection must be requested at least once every 180 days to assure the validity of the permit.**