



Lincoln County Land Services: Building Division

27234 State Route 25 N, Davenport, WA 99122

509-725-7911

www.co.lincoln.wa.us/building

Fax: 509-725-4467

BUILDING PERMIT REQUEST

Owner Name			Fee \$	Code Fee \$	Total Fee \$
Mailing Address			Receipt Number		Value of Work
City	State	Zip	Permit Number		
Phone			Notes		
Email					
SITE ADDRESS:			Septic Permit	YES	NO
City	State	Zip	City/Town		
Contractor			Date		
Lic#:	Phone:		Lincoln County Building Official		
Sub-Contractor(s): Please attach sheet with names & lic#			Date		
Do you have an approach access permit? <input type="checkbox"/> Yes <input type="checkbox"/> No Permit #: _____ Date: _____					
Tax Parcel #		Zoning	Building Use		
Does the parcel contain a floodplain or other critical area? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Building Information			Other Permits		
Class of Work	Square Feet for each area		Manufactured Home :# of sections _____ Year _____		
New <input type="checkbox"/>	(site built structures only)		Make _____ Dimensions _____ X _____		
Addition <input type="checkbox"/>	Main Floor:		Stove and Tank Inspection Wood Gas Other _____		
Remodel <input type="checkbox"/>	Second Floor:		Mechanical (other than new construction) <input type="checkbox"/>		
Type:	Basement: Fin. _____ Un-fin _____		Plumbing (attach explanation) <input type="checkbox"/>		
	Additional Floors:		Other: <input type="checkbox"/>		
Value: \$	Garage, attached:				
	Deck:		Required for consideration		
Type of Frame	Outbuilding:		Setbacks: 10 feet on all sides when in a legal subdivision; 30 feet from state or county right of way & 10 feet on remaining sides when not in a legal subdivision. Additional setbacks may apply near water or wetlands. Please ensure that any close property lines are clearly marked. (String, etc) Also, please check with your Homeowner's Association, additional requirements may apply. Refunds: 50% max. refund once plans are submitted. Initial Here _____ I certify that all information on this form is correct and that I will conform to the applicable codes of Lincoln County. Owner/Agent _____ Date _____		
Wood: Pole <input type="checkbox"/> Frame <input type="checkbox"/>	Other: _____				
Steel <input type="checkbox"/>	Residential YES NO				
Masonry <input type="checkbox"/>	Approval from Health Dept (509-725-1001) required for water & sewer at time of application.				
Concrete <input type="checkbox"/>					
Jurisdiction / Tax	Water Public <input type="checkbox"/> Private <input type="checkbox"/>				
County / 2200 <input type="checkbox"/>	Sewage Public <input type="checkbox"/> Private <input type="checkbox"/>				
Reardan / 2206 <input type="checkbox"/>	Principal Heat** _____				
Sprague / 2207 <input type="checkbox"/>	Site on fill material? Y N				
**Wood cannot be used as a sole source of heat. (IRC)			Permit Delivery: Pick Up <input type="checkbox"/> Mail <input type="checkbox"/> Deliver@1 st Insp <input type="checkbox"/>		

SEE REVERSE SIDE FOR IMPORTANT DETAILS

Site Built Residence

1. **Completed** Building Permit Application with a **site address**. This address **MUST** be clearly posted at the site before work can begin.
2. Copy of septic permit from Health Department (*will not process without this*).
3. Copy of the contractor's state **license/certificate**
4. **2 sets** (1 for Building Inspector/ 1 for Builder) of detailed construction plans, including engineered specs for trusses:
 - All four sides viewed
 - Size of windows
 - Cross section of footings and foundation
 - Cross sections of walls
 - Insulation with R-value
 - Floor joists plan – size and span
 - Floor plan for each floor level
 - One set of plans will be returned to you **after** they have been approved
 - We cannot make copies of copyrighted plans
5. Site Plan

Factory Built Structures (AKA Manufactured Home)

1. **Completed** Building Permit Application with a **site address**. This address **MUST** be clearly posted at the site before work can begin.
2. Copy of septic permit from Health Department (*will not process without this*).
3. Certification name and numbers of the installers other than the homeowner: **form available online**
4. One set of manufacturer's construction plans (if new home) for the footings and pier block schedule. Footings are required (6" thick, 24" **below grade** to bottom of footing) on all homes. Must be tied down to manufacturer's guidelines.
5. A relocated manufactured home should be installed according to the manufacturer's installation instructions. If the manufacturer's instructions are unavailable, you must either use Lincoln County's standards (brochure available) or the instructions of a professional engineer licensed in Washington State.
6. Addition/remodel of any Manufactured Home requires a permit from Department of Labor and Industries at: 509-324-2600, 901 N Monroe St Suite 100 Spokane, WA
7. When relocating a Manufactured Home, you should also contact the Treasurers office. (509-725-5061)

Non-Residential Buildings

1. **Completed** Building Permit Application with a **site address**. (Often the same as adjacent residence.) This address **MUST** be clearly posted at the site before work can begin.
2. Copy of the contractor's state license
6. If there is to be plumbing, copy of septic permit from Health Department (*will not process without this*) as well as additional protection from frost. Include plumbing on application.
3. For pole construction, poles should be in holes before inspection.
4. Site Plan
5. One set of detailed construction plans (engineers stamp recommended) including but not limited to:
 - Cross section of footings and foundation
 - Cross section of walls
 - Cross section of roof including engineered specs for trusses.

- Floor plan – if there is to be a separation of rooms
- Climate and geographic design criteria
- If there are to be cooking facilities, this may be considered a residential structure.

Remodels

1. \$50.00 review fee (to determine if a permit is req.)
 - \$50 applied towards permit if required.
 - Include value of work on application.
2. Permits are required when anything structural is altered/added/removed, subject to the Building Department's interpretation.
3. Permit fee based on valuation of work.
4. Non-structural remodels do not require any inspections and no additional fees.

Additional Notes

1. **An additional \$50 fee** (minimum) may be assessed if excessive repeat inspections are required. It is essential that you are ready for your inspection when you schedule it. Please refer to the list of inspections appropriate to your project which are available at www.co.lincoln.wa.us/building or 27234 State Route 25 N, Davenport.
2. The building site must have a physical address assigned before applying for a permit. 509-725-7911
3. **Access permits** are required for approaches to all county roads. 509-725-7041
4. If you choose to build in Lincoln County, you may at times have to wait in excess of a week for inspections.
5. All inspection requests and technical questions should be directed to 509-721-0539 (call or text).
6. Frost Depth is 30 inches (from finished graded to bottom of footing)
7. Permits become null and void if work or construction authorized is not commenced within 180 days. The permit is valid for 18 months from the date it is issued. The permit may be renewed for a period of 6 months if substantial progress is shown.
8. Reardan, Harrington & Sprague permit requests must be signed off by town/city representative prior to issuance.
9. All contractors and/or subcontractors on projects in Lincoln County must know the correct Sales/Use Tax four (4) digit location code for this construction project: **County/2200 Reardan/2206**. Use this code when completing the Washington Combined Excise Tax Return, "Local city and/or County Sales and Use Tax" Section. Correct coding is vital to our community and required by law. The cities or county receives a portion of the sales tax, determined by the code reported. If a **previous return** has been miscoded or you have questions, please contact the [Lincoln County Treasures Office](http://www.lincolncountytreasures.com) at 509-725-5061, Monday-Friday, 9:00 a.m. – 3:00 p.m.

(Form last revised: 3-30-2021)