



Community Development Department
Residential Additions, Remodels, Accessory Structures
Permit Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

Checklist for a Residential Additions, Remodels, Accessory Structures Permit Application:

The following must be included with your application.

- Completed Application: *incomplete applications will not be accepted.*
- Permission to Enter (PTE) Form
- Lewis County Assessor's Map (current): www.lewiscountywa.gov
- Site Plan (current) must include the following:
 - Indicate North Arrow
 - Property dimensions and boundary lines
 - Proposed structure dimensions and setbacks (front, side, and rear – marked in feet)
 - Type of structure
 - Existing structure(s) with paved and graveled surfaces (patios, etc.)
 - Driveway location
 - Street(s) or alley's (if applicable)
 - Major feature(s) of property (ravines, seasonal creeks, wetlands, etc.)
 - Existing well or sytem system location
- One (1) Set of Electronic Plans (complete) OR Two Sets of Hard Copy Plans (complete)
 - ALL plans must include an engineer's stamp.
- A site inspection must be completed prior to the start of construction.**

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).

City of Winlock



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Permit Application

MUST BE FILLED OUT COMPLETELY - INCOMPLETE APPLICATIONS WILL BE NOT BE ACCEPTED

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____
Legal Description: _____

PROPERTY OWNER INFORMATION

Name(s): _____
Mailing Address: _____ City/St/Zip: _____
Phone #: _____ Email: _____

CONTRACTOR INFORMATION (if different than property owner) Authorized Agent

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

PLUMBING CONTRACTOR INFORMATION (license required per RCW 18.106.440)

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

PROJECT INFORMATION

<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> New Building	<input type="checkbox"/> Inspection ONLY	<input type="checkbox"/> House Move	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Re-Roof
<input type="checkbox"/> Solar						
Construction Category						
<input type="checkbox"/> Assessorly Dwelling Unit (ADU) <i>Supplemental Form required with application</i>						
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Modular	<input type="checkbox"/> Duplex	<input type="checkbox"/> Adult to Living	<input type="checkbox"/> Garage	<input type="checkbox"/> Shop
<input type="checkbox"/> Carport	<input type="checkbox"/> Shed (over 120 sf)	<input type="checkbox"/> Covered Patio	<input type="checkbox"/> Deck	<input type="checkbox"/> Fence > 6'	<input type="checkbox"/> Pool	<input type="checkbox"/> Retaining Wall
NEW Square Footage						
Dwelling SF: _____		Garage SF: _____		Shed SF: _____		Shop SF: _____
Entry/Porch SF: _____		Covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Patio/Deck SF: _____		Covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hard Surface Area SF (new & replaced): _____				Area of Land Disturbance SF: _____		
Scope of Work						
Remodel Cost of Alteration (materials & labor): \$ _____				Work Performed By? <input type="checkbox"/> Contractor <input type="checkbox"/> Owner		
Fire System proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dwelling/Structure is: <input type="checkbox"/> Attached <input type="checkbox"/> Detached				
Heat Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric		Landscape Irrigation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Work Includes: <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical				Water: <input type="checkbox"/> City <input type="checkbox"/> Well		
				Sewer: <input type="checkbox"/> City <input type="checkbox"/> Septic		

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and 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 this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature

Date

FOR OFFICIAL USE ONLY

Minimum Requirements	Date Req'd	Initial Rec	Additional Applications	Date Req'd	Initial Rec
Completed Application			Road Approach Permit (county roads only)		
PTE Form			Fire Permit (propane tank, firework display/stands)		
Assessor's Map			Floodplain Development Permit (Class A Flood Zone)		
Site Plan			Grading Permit (50+ cf fill/grade)		
Engineer Plans (2 complete sets)			Shoreline Permit (exemption or substantial development)		
Utility Service Application			Stormwater Permit (public works)		
Side Sewer Application			Special Use Permit		
Energy Code Compliance			Administrative Approval		
Cross Connection Compliance			Variance Permit		
SEPA Checklist			Other:		
Critical Areas/Resource Lands (CARL)					
Zoning:			UGA/Form 17:		
Construction Type:			Occupancy:		

SEWER	WATER	BUILDING FEES	AMOUNT
Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Building Permit	\$
Hookup Fee: \$	Hookup Fee: \$	Mechanical Permit	\$
Additional Units: Yes <input type="checkbox"/> No <input type="checkbox"/>	Additional Units: Yes <input type="checkbox"/> No <input type="checkbox"/>	Plan Review	\$
<input type="checkbox"/> 2-4 <input type="checkbox"/> 5+ <input type="checkbox"/> Fee: \$	<input type="checkbox"/> 2-4 <input type="checkbox"/> 5+ <input type="checkbox"/> Fee: \$	Plumbing Permit	\$
Facility Imp Fee: \$	Facility Imp Fee: \$	State Building Code	\$
Date Issued:	Date Issued:	TOTAL BUILDING FEE:	\$
Permit #:	Water System ID #:	SPECIAL CONDITIONS:	
TOTAL HOOKUP FEE:	TOTAL HOOK UP FEE:		

NUMBER	PLUMBING PERMIT	NUMBER	MECHANICAL PERMIT	OTHER PERMIT FEES	AMOUNT
	FIXTURE TYPE			SEPA & public hearing	
	water piping		wood stove	CARL review	
	laundry tray		heat pump _____ BTU	fire permit	
	water closet (toilet)		Force air systems _____ BTU	application fee	
	clothes washer		air conditioning units _____ BTU	grading permit	
	bathtub		mini ductless (suspended/floor mounted)	transportation fee	
	shower		commercial range hood	meter fee	
	water heater		commercial clothes dryer	water deposit	
	floor drain		air/air heat exchanger	flood permit	
	lavatory (washbasin)		outlets	application fee	
	sewer		gas piping	shoreline permit	
	dishwasher		gas fireplace/stove/heater	other permit fees	
	kitchen sink & disposal		zero clearance fireplace	TOTAL OTHER FEES:	
	bar sink		vacuum breakers		
	urinal		range vent		
	slop sink		fans – whole house & bath		
	Compliance w/UPC Code		Cadet wall heaters		
	TOTAL PLUMBING FEE:		Other:		
			TOTAL MECHANICAL FEES:		

Date Received:	
Received By:	
Date Approved:	
Permit #:	
TOTAL Fees Due:	
Date Paid:	
Rct #:	

City Official Signature: _____



Community Development Department Assessory Dwelling Unit (ADU) Supplemental Form

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winplan@cityofwinlock.com

The form must be included with your application.

Check all that Apply:

- Attached/Addition
- Detached (new)
- Detached (conversion of existing)
 - Existing use type: _____
- Interior conversion of first or upper floor
- Interior conversion of existing basement (un-heated)
- Interior conversion of existing basement (heated)
- Interior conversion of a garage

Zoning Information

- Lot Size: _____ sq. ft.
- Building Lot Coverage (total sq. ft. of existing buildings on lot ÷ lot sq. ft.) _____
- Proposed Building Lot Coverage (total sq. ft. of existing buildings + ADU ÷ lot sq. ft.) _____
- Size of ADU: _____ sq. ft.
- Net Floor Area (square footage of the **living space** of the **primary unit**, excludes garage) _____
- Length of the primary unit including the garage, face the street _____
- Length of the ADU facing and visible from the street _____
- Height of ADU _____

Maximum size of the ADU shall not exceed 800 sq. ft. or 50% of the primary single-family structure, not including garage and/or detached accessory buildings (whichever is less). ADUs created entirely within existing basements may exceed 800 sq. ft. provided they are not larger than the size of the remainder of the overall home.

Building Specific Considerations

All types of ADUs require the entrance to the ADU to be a locking door separate from the entry door to the primary dwelling unit. Electrical circuit breakers and temperature controls (water heater, water disconnect, heating source electrical panel, and gas shut off) must be located in the dwelling unit that they service or be located in common areas accessible to all residents. If a new electrical subpanel is installed, load calculations need to be submitted.

The existing electrical service may need to be upgraded at the transformer and overhead lines may need to be relocated for the ADU. Contact Lewis County PUD to request verification of transformer capacity and required clearances of overhead lines.

A detached ADU requires 10-foot separation from the primary residence or fire-rated construction at the nearest exterior wall, including any stairs or other projections located within 10 feet.

An attached ADU requires a tested one-hour fire rated assembly with a sound transmission class of 50 separating the ADU from the primary dwelling. Smoke detectors and carbon monoxide alarms are required in both units.

An ADU created by interior conversion located fully within the existing residence (no addition), may be exempt from fire and sound separation between the primary dwelling and the ADU when interconnected smoke alarms are provided throughout the entire structure.

Conversion of non-heated space to heated (i.e., un-finished basement or garage) must meet energy code requirements, including insulation upgrades and additional efficiency credits. Basement conversions require minimum ceiling heights and code-compliant stairs or separate exterior door access.



Community Development Department Permission to Enter Form

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Date: _____ Permit #: _____

Owner/Agent: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Site Address: _____

Parcel #: _____

I understand that the City of Winlock 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.

Applications have been submitted for the following services:

1. _____
2. _____
3. _____

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

By my signature below, permission is granted for representative(s) of the Community Development Department 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 this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: NOT Required Required

If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone: _____

For Official Use ONLY

Date Received:	_____
Received By:	_____



Community Development Department INSPECTION CARD

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NOTICE

To request an inspection call (360) 785-3811, ext. 203 **at least 24 hours in advance**. It is the applicant's responsibility to call at the appropriate stages of the permitted project to request the required inspections noted below.

To avoid costly re-inspection fees: **CALL ONLY WHEN READY FOR INSPECTION.**

PERMIT #: _____

ISSUED DATE: _____

EXPIRATION DATE: _____

SITE ADDRESS: _____ PARCEL #: _____

PROJECT DESCRIPTION: _____

APPLICANT NAME: _____

PHONE #: _____

PROPERTY OWNER: _____

PHONE #: _____

CONTRACTOR NAME: _____

PHONE #: _____

Setback Certification: Initials: _____ Date: _____

Group: Initials: _____ Date: _____

Occupancy Notification: _____

INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS	INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS
Footings/Potholes				Insulation:			
Foundation				Vapor barrier			
U-Floor Framing				Floors			
U-Floor Plumbing				Walls			
under Slab Insulation				Ceiling			
Under Slab Plumbing				Fireplace/Chimney			
Sub-Floor Nailing				Masonry			
Shear Nail				Woodstove/Fireplace Insert			
Hold Downs				Poles & Beams			
Framing				HVAC			
Rough in Heating				Fire Suppression System			
Rough in Plumbing				Sprinkler System			
Sheet Rock				Sign Installation			
Mechanical				Gas Piping			
Water Meter Connection/RC				Life Safety			
Sewer Connection/RC				Other:			
Stormwater/RC				Conditions of Approval			
Water/Sewer/Storm				Final Inspection			
DCVA Backflow				L&I Final Inspection			
Fire Stop/Draft Stop							

FINAL - Occupancy APPROVED: _____ Date: _____

When final inspection is signed, this is your Certificate of Occupancy.

INSPECTION RECORD AND PLANS

****MUST BE POSTED AND KEPT DRY AT THE JOB SITE.****

Community Development Fee Schedule**REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES ON THIS SCHEDULE:**

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

PLANNING ACTIVITIES

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publicatoin will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material hs been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

BUILDING ACTIVITIES**For applications/permits withdrawn by the owner or applicant the following shall apply:**

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- **For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.**