



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).