



Checklist for a Residential Building 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.
- New Construction Utility Service Application: *hookup fees must be paid at the time permit is issued*
 - Note: **call for inspection before back-filling ditch for water and/or sewer lines is required**
- Side Sewer Permit Application
- Signed & Dated* Energy Code Compliance Certification
- Cross Connection Compliance
- SEPA Checklist: *if applicable*
- 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).



Required Inspections for a Residential Building Permit:

Applicant must call for the following inspections.

- Post Holes:**
 - After all holes are dug and concrete placed in bottom hole
- Setbacks:**
 - ALL construction must meet setback requirements from property lines.
- Footing:**
 - After forms are set, rebar is in place and prior to pouring.
- Foundation:**
 - *Concrete Walls:* after forms are set and braced, rebar is in place and prior to pouring.
 - *CMU Walls:* after completion of mortaring all blocks in place and prior to setting any plates. All bond beams or other reinforced cells to be inspected before grouting.
- Underslab:**
 - After all plumbing groundwork installed and tested with all copper and ABS wrapped or sleeved if in contact with concrete; moisture barrier installed, and any required slab insulation installed.
- Note:** the Building Official may require the removal of any foundation work done or concealed without the required inspection
- Fireplace/Chimney:**
 - At top of firebox
- Shear Nailing:**
 - Prior to cover
- Rough Plumbing:**
 - After all ductwork installed and properly supported
- Framing:**
 - After completion of all rough framing and windows installed, masonry, plumbing mechanical, and electric rough-in is done prior to installation or sheetrock.
- Insulation:**
 - After approval of framing inspection, insulation installed, and caulding completed prior to installation of any sheetrock.
- Sheetrock:**
 - After insulation inspection approved, sheetrock installed and prior to taping and finishing.



Community Development Department Residential Building Permit Application

PO Box 777 • 323 N.E. First Street

Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378

winplan@cityofwinlock.com

- FINAL:
 - All systems installed and building ready for occupancy.
- Note:** any structural framework, rough plumbing, or rough mechanical covered or concealed without the approval of the Building Official may be subject to removal by the owner/contractor at the request of the Building Official

In addition to the called inspections specified above, the Building Official may make, or require, any other inspections of any construction work to determine compliance with the provisions of the code.

Inspection appointments can be made by calling 360-785-3811. 24-hour notice is required for all inspections.

In order to accomplish this, advance planning by the owner and/or contractor must be done to avoid unnecessary contractor must be done to avoid unnecessary construction delays.

City of Winlock



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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: _____

APPLICANT INFORMATION (if different than property owner)

Contractor Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

CONTACT (when permit is ready or if additional information required)

Owner Contractor

Phone #: _____

PROJECT INFORMATION

Self-Built Driver's License# _____

Contractor Name: _____ Phone #: _____

L&I License #: _____ Expiration Date: _____

Project Description: _____

attach additional sheets if needed

Valuation/Bid Price: \$ _____ # of Bedrooms: _____ # of Bathrooms: _____

Square Feet: Main: _____ Second: _____ Garage: _____ Decks/Porches: _____

Finished Basement: _____ Unfinished Basement: _____ Other: _____

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

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

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

City Official Signature: _____



Water & Sewer Department Residential Utility Service Connection Application

PO Box 777 • 323 N.E. First Street

Winlock, WA 98596-0777
360.785.3811 ext. 202 • cell 360.520.5589

winws@cityofwinlock.com

<p>Water Hookup Fee (current) Residential: \$5,000 +materials</p> <p>Sewer Hookup Fee (current) Residential: \$6,000 +materials</p> <p>Application Fees Water: \$250.00 per location Sewer: \$250.00 per location</p>	<p><i>No person shall make any connection with the domestic water system of the City of Winlock or add to any existing connection.</i></p> <p><i>All residential units shall be separately metered unless master-metered per city ordinance.</i></p> <p style="text-align: center;">REFERENCE:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">WMC Sections</td> <td style="width: 50%;">Ordinance No's</td> </tr> <tr> <td>13.05</td> <td>1132</td> </tr> <tr> <td>13.10</td> <td>1137</td> </tr> <tr> <td>13.35</td> <td>1138</td> </tr> <tr> <td>13.40</td> <td>1141</td> </tr> </table>	WMC Sections	Ordinance No's	13.05	1132	13.10	1137	13.35	1138	13.40	1141	<p style="text-align: center;">NOTICE:</p> <p><i>*Water billing will begin at the time of meter installation.</i></p> <p><i>*Sewer billing will begin at final occupancy or six (6) months, whichever comes first.</i></p>
WMC Sections	Ordinance No's											
13.05	1132											
13.10	1137											
13.35	1138											
13.40	1141											

APPLICATION PROCESS

The Application:

- The Water/Sewer Application Fee must be paid as part of the Master Site Plan Application.

Connections:

- No water/sewer connections will be held until the Master Site Plan Application has been approved.
- Once approved, connections will be valid for two (2) years. All infrastructure must be installed within that time frame, see chart.
 - If a Master Site Plan Application is not required, connections are valid for one (1) year.
- If you fail to install the required water, sewer, storm drain infrastructure upgrades within the two (2) years, connections become invalid and revert to the city unless an extension is requested.

Extension Request:

- Extension requests can be for 1 – 5 years. After 5 years the application process must be started over.
- Requests are approved by the city council during a regularly scheduled meeting. If approved, the full connection fees must be paid and 50% of the monthly water and sewer rate. If not paid, connections revert to the city.

SUBMIT THIS APPLICATION, CORRESPONDING PERMIT APPLICATION(S) AND HOOKUP FEE(S) BEFORE ANY WORK BEGINS ON THE PROPERTY.

OWNER/APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____

- Number of living units within the premise to be supplied: _____
- Meter installation request date: _____

I agree to abide by the rules and regulations contained in ordinances and contracts contained in the application per the Winlock Municipal Code. I agree to pay for the water and sewer applied for at the rate and in the manner specified in such contract and shall reserve to the city the right to charge and collect rates and to enforce the penalties provided for per city code, in the manner herein provided, to charge the rates by ordinance at anytime per city code.

Signature of owner/applicant

FOR OFFICIAL USE ONLY

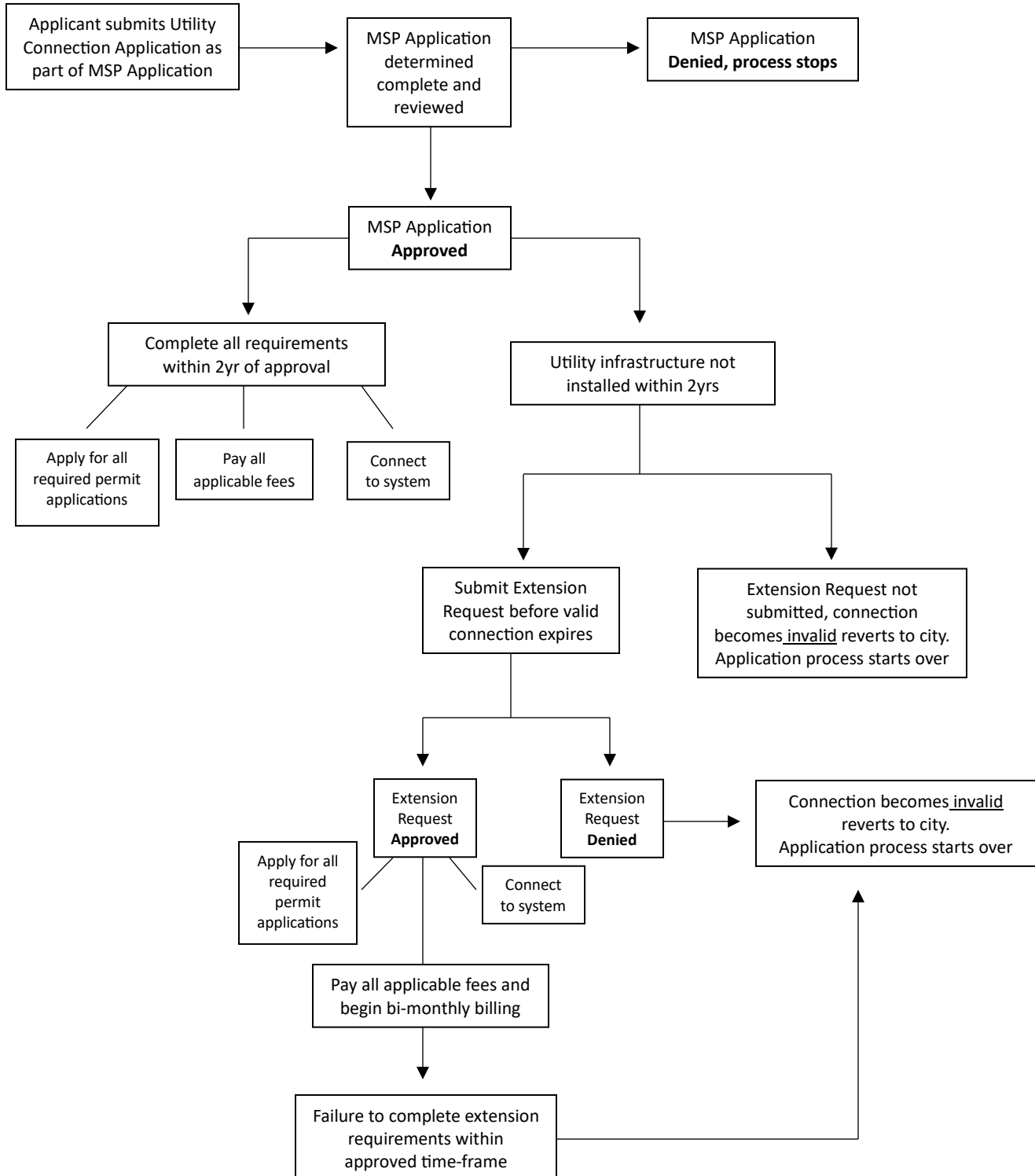
Date Received: _____ Received By: _____ Account #: _____ **check for <u>any</u> outstanding balances Meter Serial #: _____ Sequence #: _____ Route #: _____ Meter Install Date: _____ Meter Read: _____ Initial: _____ Hazard Survey & Instructions to Customer: <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Fees</th> <th style="width: 15%;">Date Paid</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Receipt #</th> </tr> </thead> <tbody> <tr> <td>Water Hookup:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sewer Hookup:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Deposit:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Security Deposit:</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Notes/Comments:</td> </tr> </tbody> </table>	Fees	Date Paid	Amount	Receipt #	Water Hookup:				Sewer Hookup:				Water Deposit:				Security Deposit:				Notes/Comments:			
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360.785.3811 ext. 202 • cell 360.520.5589
winws@cityofwinlock.com



City of Winlock



Public Works Department Side Sewer Permit Application

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

Checklist for a Side Sewer Permit Application: *the following must be included with your application.*

- Completed Application:** *incomplete applications will not be accepted.*
- Site Plan**
 - o ALL plans must include installation/repair location
 - o An enginnered design *may be* required
- As-Built Diagram using existing plot plan**
 - o **Must provide prior to final inspection**
- Right-of-Way Permit:** *if applicable*
- Grinder Pump Service Agreement:** *grinder pump only*
- Recorded Easement:** *grinder pump only*
- Additional permits may be required**
- Applicant must call for underground locates: 1-800-424-5555**

APPLICANT INFORMATION

Owner Tenant Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

CONTRACTOR INFORMATION

Company Name: _____ Contact Name: _____

Contractor License #: _____ Business Licesne #: _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY INFORMATION

Existing Structure New Construction Single-Family Multi-Family Commercial

Site Address: _____ Parcel #: _____

Action: *New* Side Sewer Repair Side Sewer Gravity Side Sewer Grinder Pump

I/we certify to obtain a copy of the City of Wilock Side Sewer Standards and other pertinent information if an, regulating the installation of the proposed side sewer, and agree to comply fully herein 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 affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature of owner/applicant

FOR OFFICIAL USE ONLY

Date Received: _____ Received By: _____	Grinder Pump Agreement Received: _____
Account #: _____	Additional Permits: _____
Fee Amount: _____ Rct. #: _____ Date Paid: _____	Approved By: _____
Recorded Easement Received: _____	Date Approved: _____
Site Plan Received: _____	Notes/Comments: _____
As-Build Diagram Received: _____	



Community Development Department Permission to Enter Form

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winplan@cityofwinlock.com

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

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

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.**