

# Residential Building Permits

In Clark County, you will need to obtain permits and follow-up field inspections for new residential construction and for most additions and remodels to existing residences. This brochure is intended to provide general information only, and will give you the information you will need to understand how the process works.

## How do I apply for a permit?

Call or visit our offices to pick up the appropriate permit submittal checklist. It is also available on our website. Since the checklist is generic, a staff member can highlight the items needed for your particular permit request.

Once you have gathered all the items required on your submittal checklist, visit the Permit Center to apply for your permit. you will be required to pay a plan review fee and other relevant fees to start the building permit process.

## What type of plans do I need?

Two sets of neat, clean complete plans are essential. Use black ink or a dark pencil. For most projects you'll need **two copies** of each of the following:

- Plot Plan
- Foundation Plan

- Floor Plan
- Building Cross Sections and Elevations
- Window Schedule (if required)
- Engineering Calculations (if required)

Application forms are available online at [www.clark.wa.gov/commdev/applicationsN.html](http://www.clark.wa.gov/commdev/applicationsN.html).

Note: If you are proposing to construct an addition or a one-story free-standing structure of 800 square feet or less, please review the county's [Residential Construction Guide](#), which, when completely filled out, can replace several hand-drawn plans for your project!

## Will I need other permits too?

For additions and new construction, required permits such as plumbing, mechanical, water/sewer connection and road approach will be included in a Residential Combination Permit. Lawn sprinklers and wood stoves require separate permits. In some instances, environmental permits may also be required.

If your project involves electrical work, connection to public water or sewer, or connection to an existing septic system, you will need additional permits and approvals

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Community Development Department  
1300 Franklin Street, Vancouver, Washington  
Phone: (360) 397-2375 Fax: (360) 397-2011

[www.clark.wa.gov.commdev/applicationsN.html](http://www.clark.wa.gov.commdev/applicationsN.html)

Clark County Code: [www.codepublishing.com/wa/clarkcounty.html](http://www.codepublishing.com/wa/clarkcounty.html)



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: (360)397-2025  
TTY: (360) 397-2445  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

from other agencies. Please refer to the permit submittal checklist for addresses and phone numbers of these agencies.

### Will I need an architect or engineer?

Not necessarily, however, buildings on steep slopes, retaining walls, building of unusual size, shape, materials or other features may require you to get a Washington State-registered architect's or engineer's stamp on both sets of your plans. The Chief Building Official is responsible for making the final decision as to whether or not an architect or engineer is required for your project.

### What is the cost?

Fees are established by county ordinance and are calculated automatically by computer during the application process. On your initial visit to our office, ask a Permit Technician for an estimate of application and permit fees. At the time of application, you will be given a print-out showing the entire cost of your application.

### Can my application or permit expire?

Yes. Your application will expire if you do not pick up your permit within 180 days of the application date. Your approved permit will expire after two years.

### What inspections should I expect?

Each project requires a different set of inspections depending on the nature of the work to be done. Typical inspections might include:

**Setback and Forms.** This inspection shall occur after excavation is done and forms

and rebar are in place, before concrete is poured.

### **Rough Plumbing and Mechanical.**

This inspection shall occur after the structure is closed in (windows, roof, etc.), but must be done before these systems are covered by insulation and drywall.

**Framing.** This inspection shall be requested after framing is complete, and any wiring, plumbing, and ductwork is installed.

**Insulation.** After the framing is approved, insulation may be put in the walls, vaulted rafter spaces and under the floor. The windows should be sealed as well as all penetrations through wall and top plates.

**Sheetrock and Nailing.** This inspection shall be requested after all sheetrock has been installed, but before taping and texturing.

**Final.** This inspection should be requested after all work is finished, including decks, steps, and attic insulation. All plumbing and mechanical systems should be operable.

Your project may require more or fewer inspections than this general example.

If any inspection cannot be approved, a written Correction Notice will always be left by the inspector. Please make the corrections and call to schedule a re-inspection.

Your Building Inspector can provide you with valuable information and advice at the time of an inspection.

## How do I request an inspection?

Once your permit has been approved and you've reached the point where you need an inspection, just

Make sure your approved permit and plans are available in a prominent location on the job site on the day of the inspection.

call the Inspection Request line at (360) 397-2477. Please have your information ready when you call. You will need your case number, the three digit code for the inspection you are requesting (found on your inspection card), and a pen and paper to record your confirmation number.

You may also request an inspection online at [www.clark.wa.gov/permits/](http://www.clark.wa.gov/permits/).

### If you live in the city limits of Yacolt, please read:

Clark County provides building permit services under contract to the residents of Yacolt. If you live within the city limits of this city, please visit your local city hall prior to making application at the county's permit center. At the time to application to the county, you will need to provide us with a letter of approval from your city. In addition, any proposal involving the construction of a new building, or changes to the dimensions of an existing building must be accompanied by two copies of a city-approved plot plan.

#### **City of Yacolt**

105 East Yacolt Road, Yacolt

Phone: (360) 686-3922

Open weekdays: 8:00 to 12:00 and 1:00 to 5:00

## Other permits you might need:

### **Sewer Connection Permit**

Different sewer providers and jurisdictions in Clark County have unique requirements to obtain a sewer connection permit. In addition, sewer connection fees are established by each agency so the fees vary. Here is a list of sewer providers along with addresses and phone numbers. If you need help determining the identity of your provider, please contact a Permit Technician.

#### **City of Camas**

City Hall

605 NE Fourth Avenue

Camas, WA 98607

Phone: (360) 834-8860

If the City of Camas will be providing your site with sewage disposal, you must provide us with a copy of your application for a Sewer Permit from the city of Camas.

#### **Clark Regional Wastewater**

8000 NE 52nd Court

Vancouver WA 98665

Phone: (360) 750-5876

If Clark Regional Wastewater will be providing your site with sewage disposal, you must get your sewer connection application, pay applicable fees, and obtain the necessary follow-up field inspections from them.

#### **City of Vancouver**

Citizen's Service Center

4400 NE 77th Ave

Vancouver WA

Phone: (360)696-8101

If the city of Vancouver will be providing you with sewage disposal, you will need to pay all applicable connection fees to the city of Vancouver prior to issuance of a county sewer permit.

### City of Washougal

If the city of Washougal will be providing your site with sewage disposal, you must get your application, pay applicable fees, and obtain the necessary follow-up field inspections from the city of Washougal.

### Septic Tank Permit

**If this permit request is for a new residence** and you will be installing a septic tank system, you must get a septic tank permit from the Clark County Public Health prior to getting approval of your permit.

**If the job does not include installation of a septic tank**, you must provide us with verification form the Clark County Public Health that the existing system is adequate.

Clark County Public Health is located at 1601 East Fourth Plain Boulevard, Vancouver. Office hours are 8:00 to 4:30 weekdays. The phone number is (360) 397-8000.

### Woodstove Permit

Required for pellet stoves also. See the [Woodstove Permit Handout](#).

### Lawn Sprinkler Systems

**Requirements:** A permit is required for the back flow assembly. The back flow assembly must be tested by a certified

testing agency prior to job complete inspection.

**Connections to lawn irrigation systems.** The potable water supply to lawn irrigation systems shall be protected against backflow by an atmospheric-type vacuum breaker, a pressure-type vacuum breaker or a reduced pressure principle backflow preventer.

A valve shall not be installed downstream from an atmospheric vacuum breaker. Where chemicals are introduced into the system, the potable water supply shall be protected against backflow by a reduced pressure principle backflow preventer.

**Atmospheric Vacuum Breaker:** Install in upright position. No valve permitted downstream. Minimum of six (6) inches or listed distance above downstream piping and flood-rim of receptor. (Not subject to operating pressures for more than 12 hours in any 24 hour period)

**Double Check Back-flow Preventer:** Install Horizontal, unless otherwise listed. Requires one foot minimum (12 inches) clearance at bottom for maintenance. Does not discharge water.

**Pressure Vacuum Breaker:** Install in upright position. May have a valve permitted downstream. Minimum of twelve (12) inches above all downstream piping and flood-rim of receptor. May discharge water.

**Reduce Pressure Backflow Preventer:**  
Install Horizontal, unless otherwise listed.  
Requires one foot minimum (12 inches) clearance at bottom for maintenance. May discharge water.

The premise owner or responsible party shall have the backflow prevention assembly tested by a certified backflow tester at the time of installation, repair or relocation and at least annually.

Backflow assemblies and devices shall be protected from freezing (use of yard boxes).

### Road Approach Permits

If your driveway will connect directly to a public roadway, you must have written permission in the form of an approved road approach permit in order to do so. Road approach permits are necessary to insure that your access meets requirements for sight distance, intersection spacing, and culvert construction (if applicable).

In order to make application for a road approach permit, you will need a plot plan showing the proposed driveway location and an address or accurate location for the site. Requirements for state-approved road approach permits may differ from county-approved road approach permits.

**For access onto county road:**  
Clark County Community Development  
1300 Franklin Street  
Vancouver WA 98660  
(360) 397-2375

**Note:** If you need a road approach for access onto a county road, it will be automatically added to your permit application by staff.

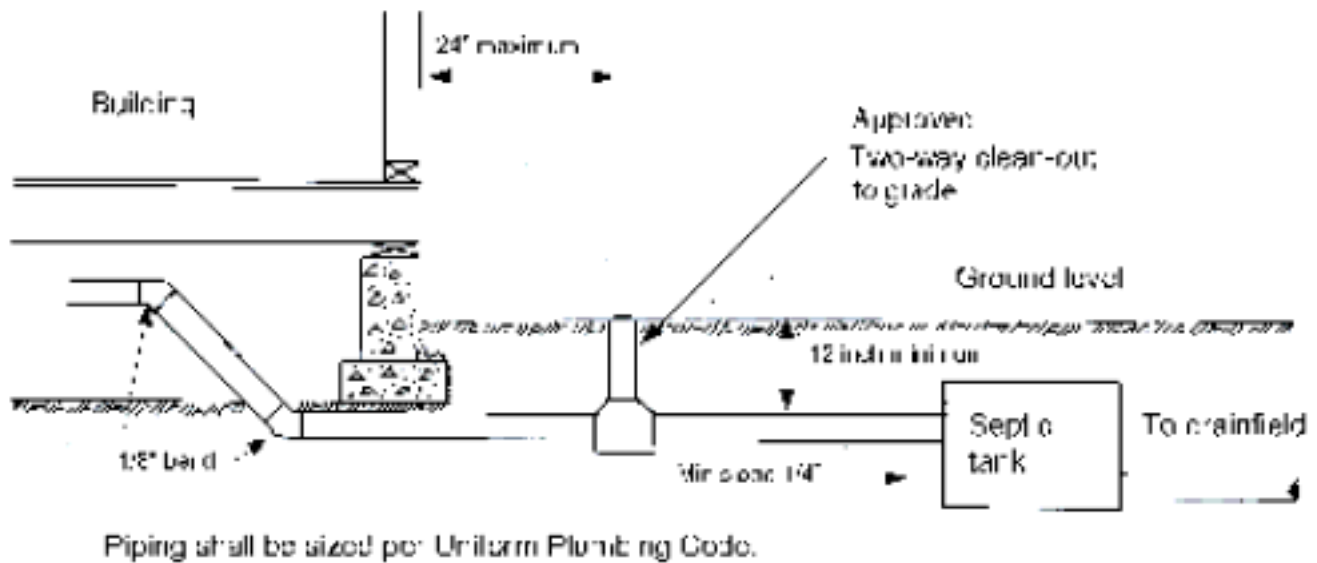
**For access onto state highways:**  
Washington Department of Transportation  
4200 Main Street  
Vancouver WA 98660  
(360) 696-6243

### Electrical Permits and Inspections

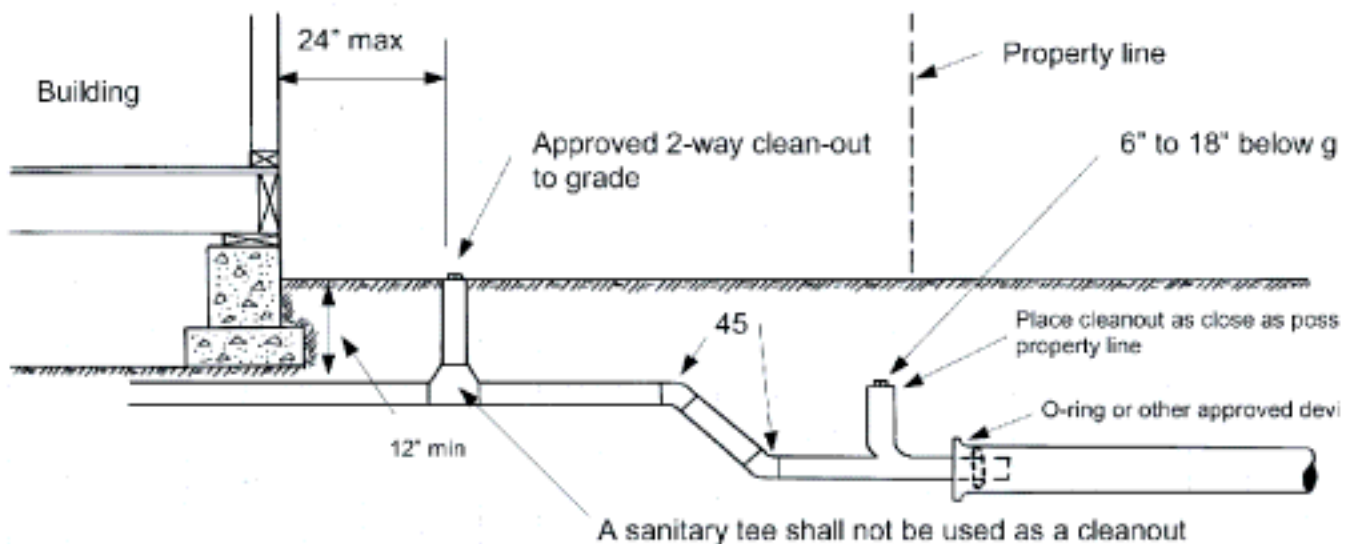
The Washington State Department of Labor and Industries, Electrical Division is responsible for issuing electrical permits and performing follow-up field inspections in unincorporated Clark County and the cities of Battle Ground, Yacolt and La Center.

Department of Labor and Industries  
312 SE Stonemill Drive, Suite 120  
Vancouver WA 98684  
(Cascade Park Area)  
(360) 896-2360

### Typical Septic Plumbing



### Typical Sewer Service Installation (for jobs inspected by Clark County)



**Notes:**

A. There are special requirements for piping installed under a concrete slab. Contact the county Building Safety Division for more information if you are installing piping under a slab.

- B. A sanitary tee shall not be used as a cleanout.
- C. Place cleanout as close as possible to property line.

**Contact your provider for minimum sewer pipe diameters.**

### Typical Water Service Installation

The diagram below illustrates the required elements and minimum distances for a water service installation conforming to the Uniform Plumbing Code which has been adopted by Clark County.

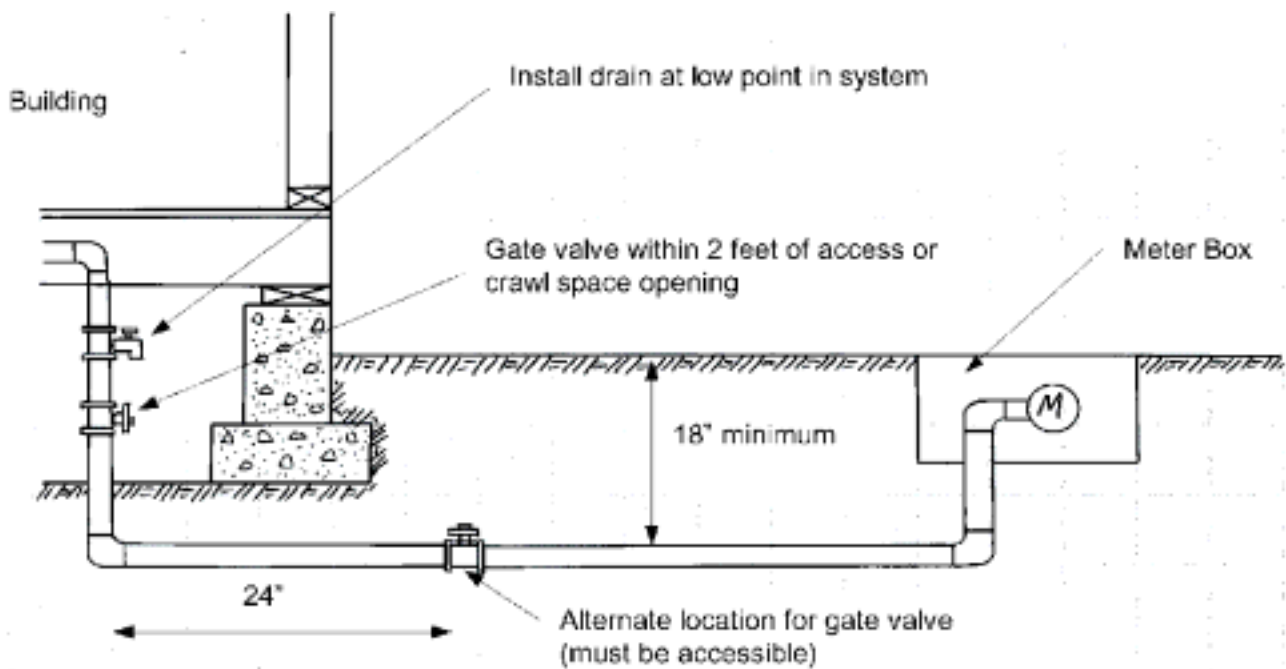
Use only approved water pipe materials.

Materials for water service may be the same as approved materials used within the building. Typical water service material is PVC schedule 40 or polyethylene 160 PSI or higher. For approved materials, contact the Building Division or supplier.

**Note:**

There are special requirements for piping installed under a concrete slab. Contact the county Building Division for more information if you are installing piping under a slab.

Plastic water piping may terminate within a building, provided the connection to the potable water distribution system shall be made as near as is practical to the point of entry and shall be accessible. Barbed insert fittings with system shall be made as near as is practical to the point of entry and shall be accessible. Barbed insert fittings with hose clamps are prohibited within the building.



### Typical Decks, Stairs, and Railings detail

Note: All exterior decks exposed to the weather must utilize weather resistant wood such as cedar, redwood, mahogany, or pressure treated wood in accordance with International Residential Code Section R319.1.

For other details in our building guide, check out our Web site at [www.clark.wa.gov/commdev/building/detailsN.html](http://www.clark.wa.gov/commdev/building/detailsN.html).

