

Residential Building Permits

In Clark County, permits and follow-up field inspections are required for new residential construction and for most additions and remodels to existing residences. This handout is intended to provide general information only, and includes information to understand how the process works.

Basic steps

- Homebuilder submits application, pays plan review and other fees
- Plans examiner reviews plans while permit technician processes application
- Permit technician issues permit
- Work can begin
- Inspector inspects construction
- Permit technician issues Certificate of Occupancy

What do I need for a permit?

There are required items that must be included with your application along with your building plans. Using a permit submittal checklist helps you make sure you have all of the items needed for your application. Incomplete applications cannot be accepted.

A Permit Technician can assist you in determining which items are required for your project.

A Permit Technician can provide an estimate of application and permit fees.

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

The Residential Construction Guide contains a worksheet and construction drawings that can be used for additions or one-story free standing structures of 800 square feet or less.

There are several construction details available online that may be used as reference material.

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 a Washington State registered architect's or engineer's stamp on both sets of plans.

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Community Development Department
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/community-development



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360)397-2025
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

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.

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 from other agencies. Addresses and phone numbers of these agencies are located in the following pages.

What if I live in the Town of Yacolt?

Clark County provides building permit services under contract to the residents of Yacolt. You will need to provide us with a letter of approval. 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

How much will it cost?

Fees are established by county ordinance and are calculated automatically by computer during the application process. At the time of application, you will be given a print-out showing the entire cost of your permit(s).

How do I apply for my permit?

Once you have gathered all the items required on your submittal checklist, visit the Permit Center to apply for your permit.

A permit technician will review your application packet and a plans examiner may be available to look over your plans.

You will be required to pay a plan review fee and other relevant fees to start the building permit process.

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.

When can I start construction?

You can begin construction after you have picked up your approved permit.

How do I request an inspection?

Once you've reached the point where you need an 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, and a pen and paper to record your confirmation number.

Our IVR handout includes detailed instructions and inspection codes.

You may also request an inspection online at www.clark.wa.gov/development.

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

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 occurs after excavation is done and forms and rebar are in place, before concrete is poured.

Rough Plumbing and Mechanical. This inspection occurs 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 occurs after framing is complete, and any wiring, plumbing, and ductwork are 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 happens 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 heating and cooling 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. Your inspector can provide you with valuable information and during an inspection. Please make the corrections and call to schedule a re-inspection.

Other permits you might need

- Electrical
- Lawn sprinkler
- Road approach
- Sewer connection
- Septic tank
- Woodstove

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 Battle Ground, Yacolt, and La Center.

Department of Labor and Industries
312 SE Stonemill Drive, Suite 120
Vancouver WA 98684
(Cascade Park Area)
(360) 896-2300

Lawn Sprinkler Systems

A permit is required for the back flow assembly. The back flow assembly must be tested by a certified testing agency prior to your **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 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.

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

You will need a plot plan showing the proposed driveway location and an address or accurate location for the site to obtain a road approach permit. 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

For access onto state highways:

Washington Department of Transportation
4200 Main Street
Vancouver WA 98660
(360) 696-6243

Sewer Connection Permit

Different sewer providers and jurisdictions in Clark County have unique requirements for 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
(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
(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

City Hall
415 W Sixth Street
Vancouver WA 98660
(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

City Hall
1701 C St.
Washougal WA 98671
(360) 835-8501

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

Clark County Public Health
1601 East Fourth Plain Boulevard
Vancouver WA 98661
(360) 397-8000.

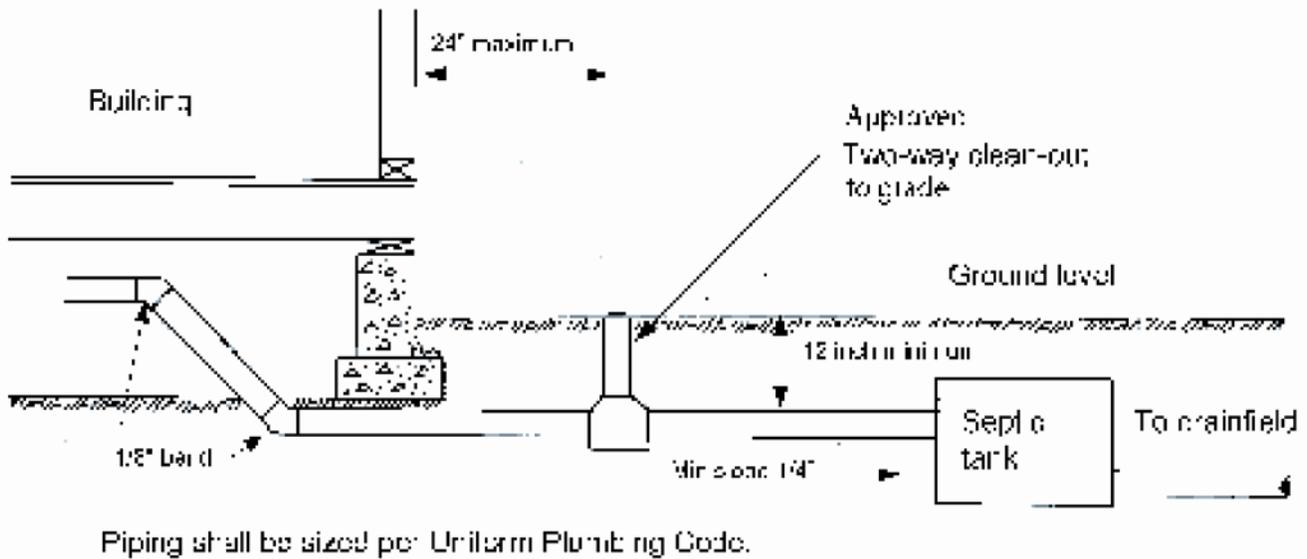
If your permit request is for a new residence and you will be installing a septic tank system, you must get a septic tank permit from the Clark County Public Health prior to getting approval of your permit.

If your project 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.

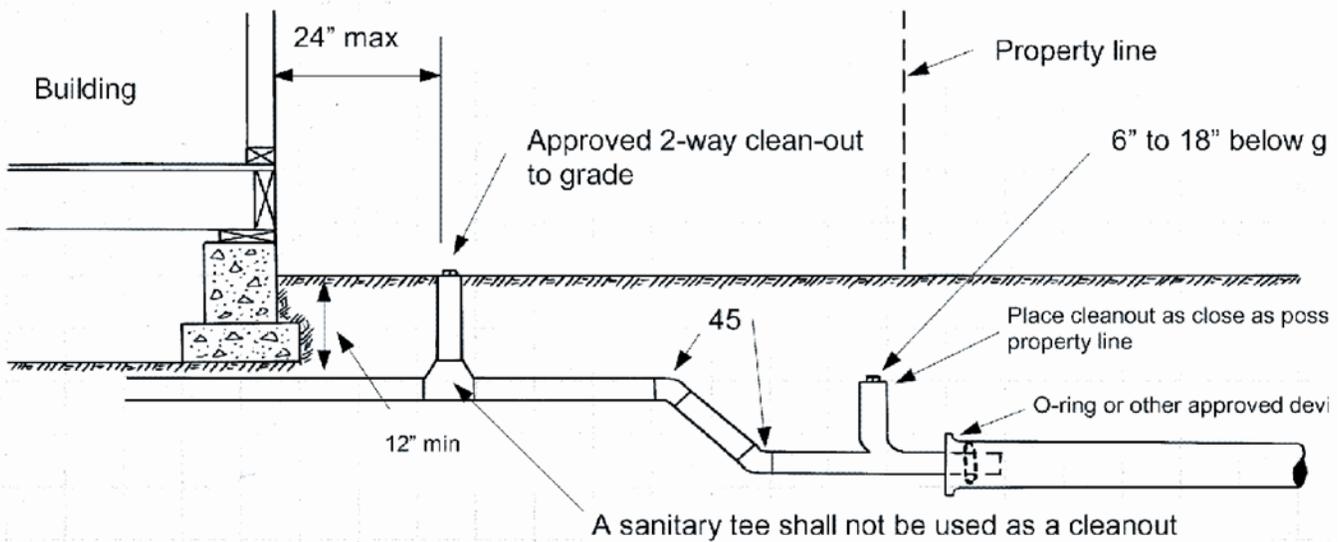
Woodstove Permit

A woodstove permit is required for pellet stoves also. See our *Woodstove Permit Handout* for more information.

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 our office 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.

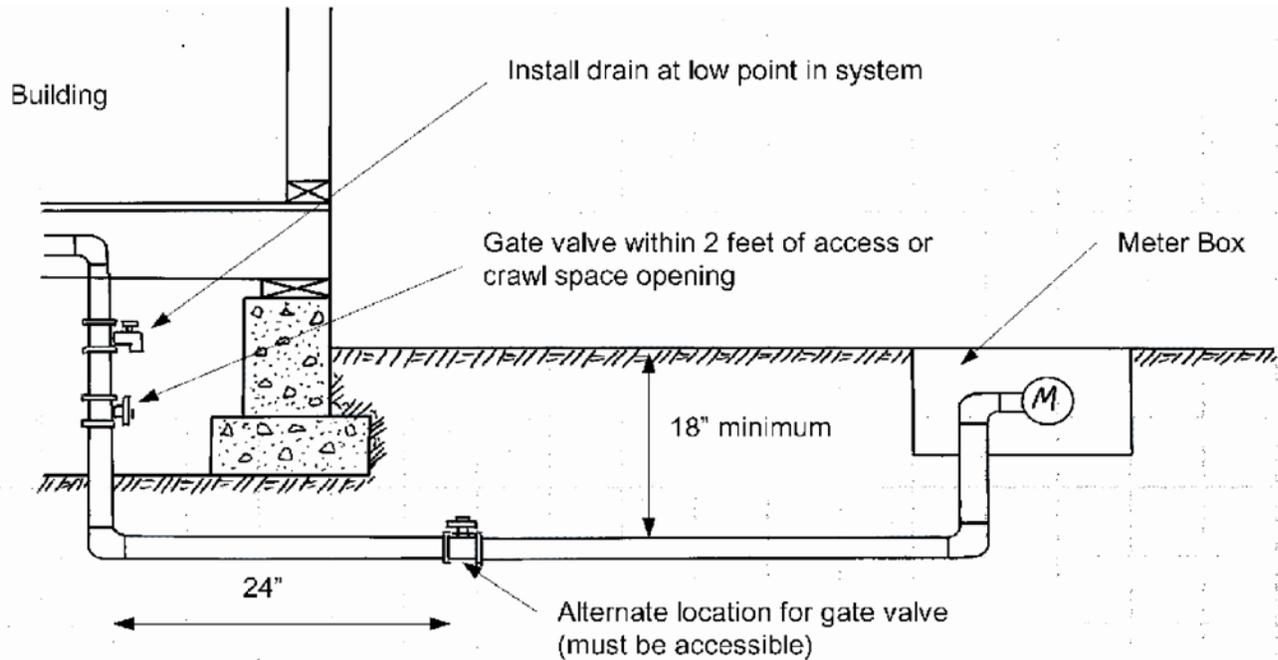
Typical Water Service Installation

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 our office or a supplier.

There are special requirements for piping installed under a concrete slab. Contact our office 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

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.

More details are available on our website at www.clark.wa.gov/community-development.

