



CITY OF HOQUIAM
Department of Building Safety
609 8th Street
Hoquiam WA 98550

Applying for a Building Permit

An application shall be completed on the attached form. Submit completed form to: The Building Department, located at 609 8th Street in Hoquiam, fax to 360-538-0938 or Email to: ohowell@cityofhoquiam.com

Identify and describe the proposed work. Description must be legible and in sufficient detail to describe the proposed work.

See the following page detailing work exempt from a permit.

Describe the land on which the proposed work is to be performed.

If applicable, attach a site plan. A site plan is a scale diagram & dimensions of the land, existing buildings, and proposed building additions.

Indicate the use and occupancy for which the proposed work is intended.

Application shall include construction documents, if applicable. A plan for construction of a foundation, wall/roof framing, and plumbing details are examples of construction documents.

A floor plan shall be included if the proposed work involves an interior alteration.

State the value of the proposed work. Value includes the fair market value of materials and labor to perform the work. A property owner's labor is included in fair market value of the work.

Review time for applications may exceed two weeks. Roofing, and mechanical permits may be issued sooner if applications are complete.

The Building Official / Plan reviewer may request additional details if not included in the Submittal documents.

Reporting a Code Violation

To report a violation regarding garbage accumulation, abandoned or junk vehicles on private property, overgrown grass or weeds, people living in recreational vehicles outside an RV park, land use violations, or people living in substandard or dangerous housing, please:

- Send an email to jwylie@cityofhoquiam.com
- Leave a phone message at 360-538-3973
- Or FAX the report to 360-538-0938



CITY OF HOQUIAM

Building Department
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2015 International Residential, Fuel Gas & Mechanical Codes with Washington State & City of Hoquiam amendments

Work exempt from City of Hoquiam Building permits

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the require *permit*.

R105.2 Work exempt from permit. *Permits* shall not be required for the following: Exemption from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*.

Building:

1. One story detached *accessory structures* used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed **120** square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable-fuel-cell appliances that are not interconnected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating appliances
2. Portable ventilation appliances
3. Portable cooling units
4. Steam, hot-or-chilled-water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval or equipment or make such equipment unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds or less of refrigerant or that are actuated by motors of one horsepower or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.



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2015 Uniform Plumbing Code & Washington State amendments

Work exempt from permits

103.1.2 Exempt Work. A permit shall not be required for the following:

103.1.2.1 The stopping of leaks in drains, soil, waste or vent pipe, provided, however, that should any trap, drainpipe, soil, waste or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in this code.

103.1.2.2 The clearing of stoppages, including the removal and reinstallation of water closets, or the repairing of leaks in pipes, valves, or fixtures, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in violation of the provisions of the code or any other laws or ordinances of this jurisdiction.

Electrical:

National Electrical Code

Contact Washington State Department of Labor and Industries for a list of work exempt from permits.

Aberdeen, Washington office
415 W. Wishkah Street
Phone 360-533-8200



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PERMIT APPLICATION

DESCRIPTION OF WORK			
TYPE of WORK		SCOPE of WORK	
<input type="checkbox"/> Building <input type="checkbox"/> Electrical* <input type="checkbox"/> Gas <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Other _____ <small>* Electrical permitting and inspections are administered by the Washington State Department of Labor & Industries. 415 W. Wishkah Suite 1-B (360) 533-8200</small>		<input type="checkbox"/> New Construction <input type="checkbox"/> Enlargement <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Use or Occupancy <input type="checkbox"/> Fill / Grade <input type="checkbox"/> Other _____	
Provide a brief narrative description of the work covered by this permit application:			
<hr/> <hr/>			
LAND DESCRIPTION			
Parcel Number	Situs		Legal Description
	Street Address*	Street Name	
<small>* If an address has not previously been assigned to the property or this application is for a new structure on a previously developed site leave blank and the Building Official will assign a new street address to the property.</small>			
ZONING DESIGNATION			
<input type="checkbox"/> R-1 Low Density Residential <input type="checkbox"/> R-2 High Density Residential		<input type="checkbox"/> C-1 General Commercial <input type="checkbox"/> C-2 Downtown Commercial <input type="checkbox"/> I Industrial	
USE and OCCUPANCY			
<input type="checkbox"/> Assembly	<input type="checkbox"/> Educational	<input type="checkbox"/> High Hazard	<input type="checkbox"/> Duplex or Multi-Family
<input type="checkbox"/> Business	<input type="checkbox"/> Factory or Industrial	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Single Family Residence
			<input type="checkbox"/> Storage <input type="checkbox"/> Utility
SEPA (State Environmental Policy Act) EXEMPT			
<input type="checkbox"/> YES		<input type="checkbox"/> NO	
			SEPA Case# _____
SUBMITTAL DOCUMENTS			
<input type="checkbox"/> Construction Drawings <input type="checkbox"/> Development Drawings <input type="checkbox"/> Schematic Drawings		<input type="checkbox"/> Sketches <input type="checkbox"/> Written Scope of Work <input type="checkbox"/> Verbal Scope of Work	
		<input type="checkbox"/> Request Deferred Submittals <input type="checkbox"/> Request Phased Approval <input type="checkbox"/>	



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Building Code in effect: 2015 International Building, Residential, Mechanical & Fuel Gas Codes. Washington State Energy Code and 2015 Uniform Plumbing Code.

Submittal documents. Construction drawings, special inspection and other data shall be submitted in two or more sets with each application for a permit.

Required information on construction drawings. Construction drawings shall be dimensioned, drawn upon suitable material and be of sufficient clarity to indicate the location, nature and extent of the proposed work and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Building Official.

VALUATION

Building permit valuations. The permit applicant shall provide an estimated valuation or Contractor's bid of the proposed work at time of application. Valuation is the total value of materials and labor for work which the permit is being applied. For structures located in the Special Flood Hazard Zone: If the total value of proposed work exceeds 50% of the market value of the structure, then the structure shall be modified to be in compliance with Section 322 of the 2015 IRC (*Flood-resistant construction*) and Chapter 11.16 of the Hoquiam Municipal Code.

If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

Estimated total value of work: \$ _____ based on: Contractor's bid Provided by owner
 Square foot calculation Architect estimate

(Value of work does not include gas, mechanical, plumbing or demolition)

PROPERTY OWNER

Name: _____

Mailing Address _____

City _____

State _____

Zip _____

Phone _____

Phone _____

Fax _____

Signature _____

Date _____

CONTRACTOR

Company Name: _____

Contractor License Number _____

Yes No
Hoquiam Business License

Mailing Address _____

City _____

State _____

Zip _____

Phone _____

Phone _____

Fax _____

Signature _____

Date _____



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AGENT OR REPRESENTATIVE (If other than PROPERTY OWNER)			
Name: _____			
Mailing Address _____		City _____	State _____ Zip _____
Phone _____	Phone _____	Fax _____	
Signature _____			Date _____