

## **Applying for a Building Permit**

Building, Planning and Right of Way permit applications shall be completed using the City of Hoquiam on-line portal. The portal may be accessed via the City of Hoquiam web site: <https://cityofhoquiam.com>. Click on the Government tab, City Departments tab, Building & Panning tab. The on-line portal tab will bring you to permitting. Complete the form and a staff member will send an email to you with a request for more information, a fee invoice and/or an approved permit.

One of the documents you will find is the application for building or land use permit.' Use that form to identify and describe the proposed work. Description must be legible and in sufficient detail to describe the proposed work.

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.

The application and construction documents may be uploaded to the permit request as "submitted documents." A plan for construction may include a foundation, wall/roof framing, and plumbing details. 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: use the same process as outlined above for applying for a permit..

2018 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.