



## BUILDING PERMIT APPLICATION INFORMATION

When submitting an application for building any structure, whether it be a dwelling, wall, commercial building, sign or other, it must be accompanied by:

- Building Permit Application Form - 1 original & 2 copies
- Site plans and elevations - 3 sets
- Structural plans and other documents - 2 sets
- [Master Land Use App.](#), only if you are concurrently submitting other land use applications - 1 original & 2 copies. [See Planning Dept. webpage.](#)

File permit application at Dayton City Hall - Planning Department - 111 S. 1<sup>st</sup> Street, Dayton, WA  
Answer all questions and fill in all sections. Please call staff, if you have questions.

*You may schedule a preapplication meeting with staff prior to submittal of your permit, complete the preapplication form on the [Planning Dept. webpage](#) and submit together with plans and fee.*

**Planning/Zoning Reviews:** Staff reviews site plans, setbacks, zoning, signs, historic preservation, flood hazards, shorelines, critical areas, and SEPA (State Environmental Policy Act). Staff will review applications under codes related to the above prior to permit issuance. Fees for signs, shorelines, critical areas or other land use or environmental reviews and/or applications will need to be paid at the time of submittal. See Fee Schedule on the [Planning Dept. webpage.](#)

Karen Scharer, Planning Director, EMAIL: [kscharer@daytonwa.com](mailto:kscharer@daytonwa.com), PH: 509.540.6747  
Office Hours are Monday-Thursday, 9:00 a.m. to 4:00 p.m. or Fri. by appointment.

**Streets/Water/Sewer Reviews:** Public Works reviews streets, street approaches, water, and sewer connections. Separate applications are required to work in the right-of-way, and connection to city water and sewer (See [Public Works webpage](#) for applications).

Jim Costello, Dayton Public Works Director: Phone: 509.382.2361. Mon.–Fri. 8 am–4 pm

**Building/Fire/Plumbing/Mechanical Reviews:** Plans will be routed to the Building Official\* at Columbia County for structural, building, fire, plumbing and mechanical reviews and permits. You will be contacted if there are any questions regarding your plans. Once approved, a set of plans will be returned to you when your permit is issued. (\*On contract with Dayton for Building Services)

Jeromy Phinney, Building Official/Inspector, PH: 509.382.4676  
Columbia County Building Dept., 114 S. 2nd Street, Dayton, WA 99328

We wish you the very best on your project! You will be notified by the Building Official when your permit is ready and fee(s) which must be paid at that time of issuance. The building fee amount is based on the valuation of the project and is non-refundable. Dayton Building Permit pickup location is at the Columbia County Building Dept., 114 S. 2nd Street, Dayton, WA 99328.

**Inspections:** The permit will state the required inspections when issued. Schedule inspections for Mon., Tues., Thurs., or Fri. 7:30 a.m. to 4:00 p.m. Please contact the Building Dept. at Columbia County for an inspection at least twenty four hours (1-day) before such inspection. Please note that staff workloads may not provide sufficient time for all requested inspections. Staff will make every effort to accommodate your request.



# BUILDING PERMIT APPLICATION FORM

CITY APP. TRACKING #

BUILDING PERMIT #

PROJECT LOCATION	
SITE ADDRESS	
BUSINESS NAME	
TAX PARCEL #	

PROPERTY OWNER	
Name:	Day Phone
Mailing Address:	
E-mail:	Cell Phone
Signature of Owner:	Date:

APPLICANT	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER: _____
Name:	Day Phone
Mailing Address:	
E-mail:	Cell Phone

CONTACT PERSON	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER: _____
Name:	Day Phone
Mailing Address:	
E-mail:	Cell Phone

DESIGN PROFESSIONAL	<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> N/A
Name:	Day phone
Mailing Address:	
E-mail:	Cell Phone

CONTRACTOR	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Name:	Day phone
Mailing Address:	
E-mail:	Cell Phone
Contractor License #	Expiration Date
License # (other)	Expiration Date

PERSON PERFORMING THE WORK
<input type="checkbox"/> I am currently registered and properly licensed as a CONTRACTOR or SPECIALITY CONTRACTOR as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit; or <input type="checkbox"/> I am an AUTHORIZED AGENT of the property owner and all work will be done by a properly licensed contractor or a specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit; or: <input type="checkbox"/> I am EXEMPT from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialty contractors in connection with the work to be performed under the permit applied herein.
<b>Print Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____

For information about Contractor Licensing and Registration Requirements, please contact the Washington State Department of Labor & Industries at **1-800-647-0982** (or) [www.lni.wa.gov](http://www.lni.wa.gov) (or) [www.lni.wa.gov/TradesLicensing/Contractors/HireCon/](http://www.lni.wa.gov/TradesLicensing/Contractors/HireCon/).

<b>PROJECT INFORMATION</b>		<b>Description of Work:</b>	
<b>Existing Use:</b>		<b>Proposed Use:</b>	
<b>Occupancy Class(s):</b>		<b>Type Construction:</b>	
<b>Total Existing Impervious Surface (sq/ft):</b>		<b>Total New Impervious Surface (sq/ft):</b>	
<b>Total Existing Lot Coverage (sq/ft):</b>		<b>Total New Lot Coverage (sq/ft):</b>	
<b>Building Type(s):</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Public <input type="checkbox"/> Manufactured	<b>Type of Project(s):</b> <input type="checkbox"/> New <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Addition <input type="checkbox"/> Foundation <input type="checkbox"/> Accessory <input type="checkbox"/> Reroof <input type="checkbox"/> Repair <input type="checkbox"/> Other _____	<b># of Stories:</b>	<b># of Dwellings:</b>
		<b>Basement:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total # Bedrooms:</b>
		<b>Building Height:</b>	
<b>Sewer Connection:</b> <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A		<b>Electric Service:</b> <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A	
<b>Water Connection:</b> <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A		<b>Other</b> _____ <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A	
<b>Project Valuation</b> (Based on Fair Market Value of Labor and Materials):			

*Applicants must contact the Columbia County Health Department for projects involving food/beverage service 509-382-2181.*

<b>PROPERTY DISTRICTS &amp; LIMITATIONS:</b>			<b>Zone:</b>	<b>SEPA Exempt</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Setbacks:</b>	<b>FRONT(s):</b>	<b>SIDE(s):</b>	<b>REAR:</b>	<b>OTHER:</b>
<b>CUP requested</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Flood Zone</b> <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		<b>Wetland</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Landslide Hazard</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Variance requested</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Elevation Cert. Req'd</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Riparian Area</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Erosion Hazard</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Historic District/Designation:</b>  _____	<b>Aquifer Protection:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Shorelines</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Seismic Hazards</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>COA Req'd:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Special Studies submitted:</b>				
<b>NOTES:</b>				

<b>LENDER INFORMATION:</b>	<b>Self-Financed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you checked "NO" - Information must be provided for projects valued over \$5,000 per RCW 19.27.095.</i>	
<b>Name of Lender</b> (or) Bonding Company providing interim construction financing:	<b>Phone:</b>
<b>Address:</b>	

<b>APPLICANT CERTIFICATION</b>	
<p>* I certify that I am the <b>owner</b> of the property described above (or) the owner(s) <b>authorized agent</b> and I have been given express permission by the owner(s) of the property to submit this application for permit and that I am authorized by the owner(s) of this property to perform the work for which the application is made and I comply with the requirements of the Washington State Contractors Act, per RCW 18.27. I certify that to the best of my knowledge, the information submitted in support of this permit application is true and correct. I certify that I will comply with all applicable City of Dayton, state and federal regulations and laws pertaining to the work authorized by the issuance of a permit. I understand that issuance of this permit does not remove the owner's responsibility for compliance with local, state or federal laws regulating construction, land use or environmental laws.</p>	
<b>Signature of Applicant:</b> <b>Owner (or) Authorized Agent</b>	<b>Date:</b>
<b>Print Name:</b>	
<b>NOTICE:</b> <i>An application for a permit for any proposed work shall be deemed to be abandoned 180 days after the date of filing unless an application has been pursued in good faith or a permit has been issued.</i>	