

CITY OF NEWPORT

200 S. Newport, WA 99156, Phone: (509) 447-5611, Email: Accounting@newport-wa.org

COMMERCIAL & INDUSTRIAL BUILDING PERMIT APPLICATION PROCEDURES

STEP #1

Planning & Zoning Requirements:

1. A copy of your recorded warranty deed, or lease agreement showing your name and legal description included with your application.
2. Compliance with (a) Zoning and (b) Subdivision.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines. (A survey may be required to verify setbacks).

STEP #2

Before the Application is Accepted, the following approvals might need to be obtained:

Washington Department of Transportation, Environmental Protection Agency, Department of Environmental Quality, Fire Department, and City Utilities and Public Safety.

STEP #3

Building & Safety Requirements:

1. Make sure all non-shaded areas on the application are complete.
2. Provide clear directions to the building site.
3. After reading the notice at the bottom of the permit page, please sign & print your name and date the application.
4. Two complete sets & one electronic copy of **STAMPED ENGINEERED** construction plans are required for **Commercial & Industrial Projects**. All plans must be drawn to scale showing the following information:
 - Elevations of all sides of the structure.
 - Floor plans for all floor levels, showing location of smoke detectors, size & location of windows & doors.
 - Footing and foundation details (show sizes and rebar schedules).
 - Complete framing details showing all structural components (header and beam sizes, window schedules, insulation & R-values are required on all plans).
 - Typical cross-section of the structure showing elevations of the interior.
 - Roof details/truss specifications – **provide STAMPED** engineered truss specifications (Note: these can be obtained from your truss manufacturer).
 - Dimensions must be clearly indicated on the plans.
 - Plans for Commercial, Industrial, Public Pole Buildings **must** be stamped by a Washington Licensed Architect or Engineer. NOTE: One set of the approved plans will be stamped by our department and **MUST remain on the job site at all times.**
5. Your application will be reviewed for compliance with Local, State, and Federal Codes. (Corrections may need to be completed prior to final approval).
6. An Energizing Permit allowing connection of electricity to the building will be issued after a completed building permit is filed with the City.
7. All Applications must be filled out, signed, and submitted with required approvals and information to the City of Newport.

******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED******

STEP#4

STATE REQUIREMENTS:

1. A State Electrical permit may be required.
2. For more information contact the Washington Department of Labor & Industries. (509) 324-2600
3. To purchase permit online visit: www.lni.wa.gov (trades & licensing, electrical, permit fees & inspections).

Phone (509) 447-5611

City of Newport, 200 S. Washington Ave, Newport, WA 99156

Phone (208) 263-4160

James A. Sewell & Associates, LLC, 1319 N. Division Ave., Sandpoint, ID 83864

**CITY OF NEWPORT
County of Bonner**

INFORMATION REQUIRED ON PLANS FOR A BUILDING PERMIT

SUBMIT 2 (TWO) sets of plans drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed.

Plans shall show the following:

PLOT PLAN: Show property line boundaries, building to be constructed and setbacks from building to all property lines. Show road access to the building as well as any standing water or waterways. Show all existing buildings. Indicate **North** direction on plan.

FLOOR PLAN: Fully dimensioned floor plan showing all bearing and non-bearing partitions at all floor levels, size of headers, square footage of proposed structure, room sizes, size and location of all doors, and windows, plumbing fixtures, heating and cooling equipment, smoke alarms, stairs, decks, covered porches, patios, etc.

ELEVATIONS: Show all sides of proposed structure including windows, doors, roof pitch and type of roofing, finished grade around building, decks, and exterior stairs.

FOUNDATION PLAN: Show sizes of footings, foundation wall, location and size of reinforcing steel, slabs on-grade and type of soil.

FLOOR FRAMING PLAN: Show size, direction and spacing of floor joists at all levels of structure including stairwell openings, bearing beams in floor system, thickness and type of floor sheathing. Show all manufactured members with their size and series number from the manufacturer.

ROOF PLAN: Show size, direction and spacing of all roof framing members. If using trusses, submit a truss framing plan. **Engineering is required for all roof trusses.** Also indicate thickness and type of roof sheathing.

CROSS-SECTION: Typical building cross-section should show a complete section through the building showing all basic framing details from the top of the roof assembly to the foundation. Also, include interior elevations showing any and all interior bearing points.

(COMMERCIAL, INDUSTRIAL AND PUBLIC BUILDINGS TO BE WET-STAMPED BY AN IDAHO-LICENSED ARCHITECT OR ENGINEER).

CITY OF NEWPORT
 County of Pend Oreille
MINIMUM SETBACK REQUIREMENTS
 Commercial & Industrial

Central Business District C-1 – NMC 17.02.070(B)

Setback Requirements		NOTES
Front Side	0 feet	Where a C-1 lot, with no alley, abuts a residential district, the adjoining side yard shall be not less than five feet or one-fifth the height of the building, with a six-foot-high sight-obscuring fence or hedge.
Side	0 feet	
Street Side	0 feet	
Rear Yard	15 feet	

Highway Commercial C-2 – NMC 17.02.080(B)

Setback Requirements	
Front Side	10 feet
Side	10 feet
Street Side	10 feet
Rear Yard	15 feet

Industrial I – NMC 17.02.090(B)

Setback Requirements		NOTES
Front Side	0 feet	0 feet, except 50 feet where adjoining a residential district.
Side	0 feet	
Rear Yard	0 feet	

BUILDING PERMIT AND SIGN APPLICATION

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTIONS FOR: CITY OF NEWPORT, WA

LEGAL DESCRIPTION: Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____,			BUILDING PERMIT #																																							
Site Address _____ (Number) _____ (Street Name) _____																																										
OWNER / LEASOR	MAILING ADDRESS	PHONE	EMAIL ADDRESS																																							
LEASEE	MAILING ADDRESS	PHONE	EMAIL ADDRESS																																							
CONTRACTOR	MAILING ADDRESS	PHONE	LICENSE #																																							
CLASS OF WORK (Check one)	New []	Addition []	Remodel []	Change of Use []	Sign []	Other []																																				
Describe Work / Use:																																										
Directions to Site:																																										
SHADED AREA FOR OFFICE USE ONLY:																																										
Type of Const:	Occup. Group:	Division:	# of Units:																																							
# of Stories:	Max Occupancy Load:	Fire Sprinklers Required?	Yes [] No []																																							
SQUARE FOOTAGE:	1st FLOOR:	2nd FLOOR:	BASEMENT:																																							
GARAGE:	OTHER SQ. FT:	SQUARE FOOT TOTAL:																																								
CONDITIONS:																																										
NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IN NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED UNLESS PRIOR APPROVAL OF THE BUILDING DEPARTMENT. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCES OF CONSTRUCTION. I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.																																										
Name of Owner or Authorized Agent (PRINT NAME) _____ (Date) _____																																										
Signature of Authorized Agent _____ (Date) _____																																										
Signature of Owner _____ (Date) _____																																										
Application Received By: / Date:	Plans Checked By: / Date:	Approved to Issue By: / Date:	Issued Date:																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px; text-align: center;">FEES</td> </tr> <tr> <td style="padding: 5px;">Permit Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Plan Check Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">State Building Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Plumbing Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Mechanical Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">City Water Hook Up Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">City Sewer Hook Up Fee:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">TOTAL FEE DUE:</td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">VALUATION OF WORK:</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Parcel #:</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">APPROVALS</td> </tr> <tr> <td style="padding: 5px;">AGENCY:</td> <td style="padding: 5px;">BY: / DATE:</td> </tr> <tr> <td style="padding: 5px;">City Approval:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Other (Specify):</td> <td style="padding: 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 5px;"> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> </td> </tr> </table>							FEES		Permit Fee:		Plan Check Fee:		State Building Fee:		Plumbing Fee:		Mechanical Fee:		City Water Hook Up Fee:		City Sewer Hook Up Fee:		TOTAL FEE DUE:		VALUATION OF WORK:				Parcel #:		APPROVALS		AGENCY:	BY: / DATE:	City Approval:		Other (Specify):					
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VALUATION OF PROPOSED PROJECT

**For other than new construction, i.e., remodels, signs,
change of use, roof over modular homes and additions.**

Applicant Name: _____

Project: _____

Applicant Telephone No.: _____

To Whom It May Concern:

The project valuation for the proposed project listed above is \$ _____.
(For value of actual work being done.)

Sincerely,

Applicant Signature

Date

**BUILDING PERMIT
PLOT PLAN**

**JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTORS FOR:
CITY OF _____,**

OWNER

BUILDING PERMIT #

Draw a map of the site, providing the following information in the space below:

- The boundary lines of the site, including dimensions.
- An arrow indicating direction north.
- All roads - public and private - that provide access to the site.
- All bodies of water, existing drainage systems.
- Proposed structure and its dimensions. All existing structures.
- Distance from all property lines and any bodies of water to architectural projections of structures.
- Parking spaces, accesses and driveways as required by zoning ordinance or special conditions.
- All easements of record (roads, utilities, Army Corps of Engineers, etc.)
- Indicate the building site drainage plan for stormwater control.
- Location of septic tank, leach field and well, if applicable.
- Location of water sewer hook-ups, if applicable.

I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL. I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION, ALTERATION AND/OR REPAIR WILL CONFORM TO THE LOCAL PLANNING AND ZONING AND HEALTH DEPARTMENT REQUIREMENTS THAT WILL BE IN EFFECT ON THE DATE OF THE GRANTING OF THE BUILDING PERMIT.

Name of Owner(s) of Site and Structure (please print)

Signature of Owner(s) or Authorized Representative

(Date)