

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, Washington

CONTRACTOR REQUIREMENTS FOR WATER & SEWER CONNECTIONS

All work must comply with Newport Municipal Code (NMC) Title 13 and the City's adopted standards.

1. CROSS-CONNECTION / BACKFLOW PREVENTION (NMC 13.10)

- Backflow prevention devices are REQUIRED on all services where a cross-connection hazard exists (irrigation, commercial, fire systems, boilers, chemical feeders, multi-family units etc.).
- Contractor shall install only devices that are on the current Washington State DOH and City of Newport approved list.
- Devices must be tested upon installation and annually thereafter by a Washington State-certified Backflow Assembly Tester (BAT).
- Test reports must be submitted to the City Water Department within 10 days.
- Failure to install, repair, or test may result in water service shutoff authorized (NMC 13.10.070).

2. WATER SERVICE CONNECTIONS & INSTALLATION (NMC 13.08)

- Only City of Newport staff may operate curb stops or turn water on.
- All plumbing must be approved by the City inspector before water is turned on.
- Meters are required on ALL services – separate meter required for each premises.
- Service taps, service lines, and meter setters must be installed per City of Newport Water Design & Construction Standards.
- Main taps require City inspection and approval before backfilling. **The city requires a 48-hour notice before inspection.**
- Tampering with City meters, curb stops, or hydrants is prohibited – penalties apply.

3. SEWER LATERAL INSTALLATION & CONNECTIONS (NMC 13.12 & 13.16)

- All sewer work shall conform to the current Washington State Department of Ecology “Orange Book” (Criteria for Sewage Works).
- New laterals/extensions/replacements require inspection and approval by the Wastewater staff.
- New laterals/extensions/replacements require a Backflow/Check valve prevention device.
- New sewer main taps and backflow prevention devices shall be inspected by the Wastewater staff prior to backfilling. **The city requires a 48-hour notice before inspection.**

4. PROHIBITED DISCHARGES & PRETREATMENT (NMC 13.16)

- No stormwater, foundation drains, roof drains, groundwater, or hazardous wastes into sanitary sewer.
- Grease interceptors required for all food service/commercial kitchens.

Prior to digging dial 811 and prior to connecting contact the City of Newport

Work performed without City inspection or approval will be rejected and may be required to be removed at contractor's expense.

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:		FEES	
# of Stories:	Max Occupancy Load:	Fire Sprinklers Required?	Yes []	No []	Permit Fee:	
SQUARE FOOTAGE:	1st FLOOR:	2nd FLOOR:	BASEMENT:		Plan Check Fee:	
GARAGE:	OTHER SQ. FT:	SQUARE FOOT TOTAL:		State Building Fee:		
CONDITIONS:				Plumbing Fee:		
<p>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.</p> <p>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.</p> <p>I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.</p>				Mechanical Fee:		
				City Water Hook Up Fee:		
				City Sewer Hook Up Fee:		
				TOTAL FEE DUE:		
				VALUATION OF WORK:		
Name of Owner or Authorized Agent (PRINT NAME) _____ (Date) _____				Parcel #:		
Signature of Authorized Agent _____ (Date) _____				APPROVALS		
Signature of Owner _____ (Date) _____				AGENCY:	BY: / DATE:	
Application Received By: / Date:				City Approval:		
Plans Checked By: / Date:				Other (Specify):		
Approved to Issue By: / Date:						
Issued Date:						



Plumbing & Mechanical Sub Contractors Information

Required to be completed and submitted with
Building Permit Application

Plumbing:

Company name: _____

Owner name: _____

License number: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone number: _____

Description of work: _____

Directions to the site: _____

Mechanical:

Company name: _____

Owner name: _____

License number: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone number: _____

Description of work: _____

Directions to the site: _____

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

