



# BUILDING PERMIT APPLICATION WORK SHEET

SPOKANE COUNTY DEPARTMENT OF BUILDING AND PLANNING  
1026 WEST BROADWAY AVENUE  
SPOKANE, WA 99260  
509-477-3675

## SPECIFIC SITE INFORMATION

Street Address:			
Assessor's Tax Parcel Number(s):			
Legal Description:			
Project Description:			
<hr/>			
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Grading	<input type="checkbox"/> Manufactured Home Permit
<input type="checkbox"/> Relocation	<input type="checkbox"/> Sign	<input type="checkbox"/> Tenant (New/Change)	<input type="checkbox"/> Other

## OWNER/APPLICANT INFORMATION

Indicate who should be contacted regarding this project

<b>Owner</b>	Name:		
	Mailing Address:		
	City:	State:	Zip Code:
	Phone:	Fax:	
	Email Address:		

<b>Applicant</b>	Name:		
	Mailing Address:		
	City:	State:	Zip Code:
	Phone:	Fax:	
	Email Address:		

<b>Contractor</b>	Name:		
	Mailing Address:		
	City:	State:	Zip Code:
	Phone:	Fax:	
	Email Address:		
	WA State Contractor License #:		

<b>Architect/Engineer</b>	Name:		
	Mailing Address:		
	City:	State:	Zip Code:
	Phone:	Fax:	
	Email Address:		
	Contact Name:		

## PROJECT INFORMATION

Building Information							
Building height to peak:		# of stories:		Main floor sq. ft. :		Unfinished basement sq. ft. :	
Dimensions:		Total habitable space:		2 <sup>nd</sup> floor sq. ft. :		Finished basement sq. ft. :	
Occupancy group:		Construction type:		Garage sq. ft. :		Deck\Patio sq. ft. :	
Cost of project:	\$			Heat source (electric, gas, etc.):			

Manufactured Home			
Width:		Length:	
Year:		Make:	
VIN/SERIAL #:		Model:	

Sign			
Sign Face Square Footage:		Sign Height:	
# of Signs:		Area of existing signs:	

Relocation	
Previous Address:	
Proposed Use:	

Grading	
Describe Scope of Work:	
How many cubic yards of fill?	
Type of fill:	

## ADDITIONAL SITE INFORMATION

Are there any structures on the property? <i>If yes, identify on site plan</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is any part of the property within 250 feet of a shoreline? <i>If yes, identify on site plan</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Is your property in a designated wildlife habitat area?	<input type="checkbox"/> Don't know	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is any part of the property within a 100 yr flood plan? <i>If yes, identify on site plan</i>	<input type="checkbox"/> Don't know	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are there any wetlands, streams or ponds within 200 feet of the property? <i>If yes, identify on site plan</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are there slopes greater than 30% on the property? (30 ft. rise in 100 ft.) ( %)	<input type="checkbox"/> No	<input type="checkbox"/> Yes

What is the current property size?	
What is the current use of the property?	
Will the site be served by a septic system?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are there or will there be wells located on the property? <i>If yes, identify on site plan</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there evidence of fill or excavation on the property?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are critical and hazardous materials used or stored on site?	<input type="checkbox"/> No <input type="checkbox"/> Yes

### METHOD OF PAYMENT

CASH   
  CHECK   
    
    

**FAXED PERMITS WILL ONLY BE ACCEPTED WITH PAYMENT OF A MAJOR CREDIT CARD**

DATE: \_\_\_\_\_   
 EXPIRES: \_\_\_\_\_   
 CVV# \_\_\_\_\_  
 BANKCARD NUMBER: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_

SUBTOTAL	
<b>TOTAL FEE</b>	
PLEASE MAKE CHECKS PAYABLE TO SPOKANE COUNTY PERMIT CENTER	