



**CITY OF CHENEY  
BUILDING DEPARTMENT**

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# Residential Permit Guide



# PERMIT GUIDE

## INTRODUCTION

This booklet has been prepared to provide general information to homeowners in the planning and construction of projects on their **own residential property**. Construction projects are subject to building codes and zoning ordinances. They work in conjunction with one another to protect the public.

## PURPOSE

The purpose of regulating building codes is to provide minimum standards to safeguard life and limb, health, property and public welfare by regulating and controlling design, construction and quality of materials of structures within this jurisdiction.

Zoning ordinances promote public health, safety, and general welfare by encouraging the most appropriate use of the land, protecting social and economic stability, and assuring orderly development.

## BUILDING, PLUMBING & MECHANICAL, GRADING / EXCAVATION PERMITS

Permits are required for most construction or remodeling projects. Permits are required to ensure that buildings and development projects are constructed to be safe and to conform to all applicable codes. If you plan to build a fence, storage shed, patio, a sprinkler system, remodel, add a new room, finish/complete an unfinished basement area, change/replace windows or re-shingle your house, you will need a permit. Failure to obtain the proper permit could create an unsafe situation for you and your family and the improvement may not be covered by your homeowner's insurance. You might also be in violation of state and local laws and you could also be liable for substantial penalties. If you are using a contractor, it is advisable that the contractor obtain the permit, so you can be assured he or she is properly licensed and bonded.

For more specific information regarding permits please call the Cheney Building Department at (509) 498-9237. Building, Plumbing and Mechanical permits can be obtained from the City of Cheney Building Department Office at 112 Anderson Road, Cheney, WA 99004, Monday-Friday, 7:00 A.M. to 5:00 P.M. (Except for holidays.) All electrical permits and inspections are handled through the Department of Labor and Industries, Electrical Inspector Section at 901 N. Monroe Street, Suite 100, Spokane, WA 99201-2149 or call (509) 324-2600.

**Zoning Information.** The City is divided into several districts according to land use activity. In some districts only residential homes are permitted to be built, while in other districts only commercial businesses are permitted. This division of the City for land use purposes is called

zoning. If you are interested in zoning for a specific property, please call with the address, legal description and parcel number for the property. Before you buy property, expand a building, or change the use of a building or property, please check the zoning, and always obtain the necessary permits **before you start work**. For specific questions and answers about zoning please call the City of Cheney Planning Department at (509) 498-9240.

## **CODES / ORDINANCES**

The City uses the current editions of the International Residential Code, Uniform Plumbing Code; International Mechanical Code; International Fire Code; Washington State Energy Code; Washington State Ventilation and Indoor Air Quality Code and has adopted some amendments thereto. Most cities and counties in Washington have adopted these codes. These codes are technical in nature by virtue of the fact they are intended to regulate all types of construction from small residential additions to large commercial structures. Copies of these codes are generally available in the public library for those who wish to investigate the more complex requirements and alternatives.

The International Residential Code requires that prior to construction, a permit be obtained through the City permit center for:

- Patio covers (lattice and solid)
- Enclosed patios
- Bonus room and garage conversion
- Additions and alterations
- Pools and Spas
- Sheds and detached accessory structures that exceed a total roof area square footage of 120 S.F.
- Carports, canopies and awnings
- Fences – New, Alterations or Repairs
- Retaining or garden walls which are more than 4'-0" from bottom of footing to the top of wall
- Plumbing, mechanical, and structural repairs
- Re-roofing where change in roofing materials places addition dead loads on roof or replacement of roof sheathing
- Decks – New, Alterations, or Repairs

Should you have questions regarding permit requirements, please contact the Cheney Building Department office at (509) 498-9237.

### **\*\*\* NOTE \*\*\***

Failure to obtain permits constitutes a violation of city ordinances. Building without a permit may result in added cost, and even an order to stop construction. If improvements do not meet recognized Building and Safety Standards, removal of the structure may be ordered. Check with the Cheney Building Department Office **before** beginning your construction project.

Please note that when you sell your property, [RCW 64.06.020](#) requires that you accurately identify all known latent defects of any type, and any known construction on your property without permits, from the time you took ownership of the property.

## FEES

Building permit fees are based on the valuation of the work proposed, computed on the cost per square foot for the type of construction intended. Plumbing and Mechanical permit fees are based on the number and size of fixtures installed. The plan check fee is usually equal to 65% of the building permit fee.

## PLAN PREPARATION

Proper preparation of plans is the key to a successful project. It is also the key to obtaining a permit without unnecessary delays. Plan carefully. Make certain that your plans clearly indicate **what** you are going to do **where** you are going to do it, and **how** you propose to do it.

The application form will ask for the name and license number of the contractor and subcontractors. Be sure to check for a valid license before hiring a contractor. All licensed contractors should carry a pocket license; make sure it has not expired. If, for any reason, you have a change in contractors after obtaining a permit, please notify your building department of the change. (An unlicensed contractor has no legal responsibility in event of problems with their work).

## SINGLE-FAMILY BUILDING PERMIT PROCESS

For new construction, remodels, and construction outside of the existing walls of your home (a room addition), you will need the following drawings:

**Application Submittal:** A building permit application, building checklist, two complete sets of plans and 2 site plans (to include curb to property line(s) distances) are required. They must clearly indicate the location, natures of intended work proposed and show that the work will conform to all codes in force.

A complete set of plans shall include, but is not limited to the following:

- The site address.
- The property owner's full name, address and phone number.
- Assessor's parcel number. (The assessor's parcel number may be found on your tax bill)
- A legal description of the property including tract number, lot and block number. (This may be found on you tax bill or recorded deed)
- Copy of the **contractor's license**. Proof that contractor is licensed with the Department of Labor and Industry. (Not the business license.)

- Completed permit application(s) and building checklist.
- Drawings as necessary to illustrate proposed construction.

Site/Plot Plan – A detailed and accurate drawing of the project’s property.

- Show all property lines, all easements, include utility locations, and site dimensions. Show the distances between buildings and from buildings to property lines.
- A north arrow, indicating the direction north.
- All streets and alleys, with street names. Show all existing and/or proposed driveways.
- Location and square footage of all existing and proposed buildings. Identify each building by its use (garage, residence, etc.) Include decks, retaining walls, and the like.
- Indicate size and placement of porches, exterior stairways and all basement window wells.
- If any surface water is present on-site, it must also be indicated on the site plan.

Foundation Plan – A detailed drawing of the foundation as seen from above. Important information to include:

- Shape and dimension of all footings, foundation walls, grade beams, pier pads ... essentially everything that will be masonry block or poured concrete.
- Location and size of all beams and posts.
- Floor system joist size, spacing, grade and species of the lumber, direction and length of span(s), and any supports or hangers.
- Locations and size of all crawlspace vents, access holes, door “block-outs”, etc.
- Location of any furnace, water heater, sewer ejector pump, drainage sump pump or any other appliances/device which will be located in a crawl space.

Floor Plan – A detailed drawing of the work in your project and sometimes parts of the existing building as well. Include the following:

- A separate plan for each floor level where any work will occur.
- Width and shape of rooms
- All partitions walls, door sizes and window sizes.
- For additions, include floor plan for abutting rooms.
- Location of all permanently installed equipment such as; plumbing fixtures, water heaters, furnaces, appliances, woods stoves, bathtubs, sinks and toilets, mechanical equipment, like heaters and ventilators, furnaces, all walls, windows, doors, skylights, steps, decks, landing, patios, laundry equipment, and other appliances.
- Square footage of total building; indication of room usage; “bedroom”, “living room”, “walk-in closet”, and so on.
- Locations of all smoke detectors, all vent fans, and access to the attic.
- Indicate the fuels that various appliances will use, like “electric dryer”, “gas range”, “propane furnace”, or “gas log fireplace” for example.

[Framing Plan](#) (all floors)

[Roof Framing Plan](#)

[Exterior Elevations](#) – Show what the building will look like from its exterior including:

- Final grade – the slope and shape of the ground around the building after the project is complete.
- Eaves and roof overhangs, roof pitch, chimney locations, and heights. (For remodels, show the relationship of an addition to the existing house).
- All windows and doors. All roof/attic vents.
- All decks, guardrails, landings, porches, stairs and handrails.

[Building/Wall Sections](#)

- Details to illustrate special construction conditions
- Truss sheets and layout, if using manufactured trusses to frame roof.
- Layout and cut sheets if using engineered floor system.

[Structural Cross Sections](#) - Show how the building will be put together: drawings literally slice through the building to show construction details.

- The size and depth of footing and stem wall.
- How the wall frame connects to the foundation.
- How walls connect to ceiling and the roof.
- Direction, size and spacing of all floors and ceiling framing members.
- Size of framing members (rafters, studs, joists, etc.).
- Quality and type of materials used.
- Heights between floor and ceiling.
- Stairs, handrails, guardrails, headroom, rise and run, etc.
- Roof slope, truss details, reactions and layout.

**Note:** Non-conventional structures are required to be drawn and stamped by a licensed engineer. (Pole Buildings)

Deficient plans must have corrections made on the original tracing and new prints submitted for re-check.

Please do not hesitate to call (509) 498-9237, if you have any questions in completing your application, or regarding any of the information provided to you.

## **SUBMITTAL FOR PLAN REVIEW**

Our goal is to have our permit ready in one to two weeks, but plan review times may vary, depending on the complexity of plans, and the volume of plans currently under review. Once plans are received, they are routed to Public Works Department for their review and comment.

The best thing you can do to speed things along is to provide detailed and legible information when you first apply. Plans that are incomplete cause delays. We will call you as soon as your permit is ready.

**PAYMENT OF THE PLAN CHECK FEE IS DUE AT THE TIME PLANS ARE SUBMITTED.**

The approval of plans and issuance of permits by the Cheney Building Department is not to be construed as permission to build contrary to the State Building Code or city codes and ordinances, even though a violation may have been overlooked when the plans were checked.

Over-the-counter plan check may be performed on minor projects such as fences, patios, walls, mechanical or plumbing permits.

**PLAN CHECK POLICY**

A full plan check fee will be collected if one or more of the following occurs:

- ▶ Has been one (1) year or more since plans has been used.
- ▶ Plans have been modified or altered in any way.
- ▶ Plans are to be used by different builders.

**CHANGES TO PLANS**

Changes in plans arising after plans have been checked and approved, require approval by the Cheney Building Department Office. This may be done over-the-counter or may require re-submission of revised plans, depending on the complexity of the changes.

Additional fees may be assessed for changes that result in increases in square footage or additional plan review.

Minor changes that do not involve structural changes or additions may be approved without plan revision at the discretion of the building official or building inspector.

**EXPIRATION OF PLAN REVIEWS**

Plan reviews expire by limitation in 180 days from the date of the review unless an extension is requested and granted by the Building Official or Building Inspector. Therefore, allow ample time for processing your plans, but do not submit them prematurely.

## OTHER PERMITS

If your project involves plumbing, mechanical (heating), electrical, or any water/sewer improvements or relocation of meter/lines, additional permits **will** be required. Please feel free to ask about any additional permits.

## PERMIT ISSUANCE

Building permit fees are paid at the time of permit issuance.

When your permit(s) are approved for issuance you will receive a computer generated permit, a copy of your approved plans, fee receipt and a Construction Permit to post on site while the work is being completed. A Notice of Inspection sticker will be completed and posted on the premises after every inspection is made.

## PERMIT EXPIRATION

Building code provisions require that work be continued if a building permit is to remain valid. During any 180-day period, if some reasonable amount of work is not accomplished and inspected, your permit will automatically expire. Once expired, additional fees are necessary to renew a permit.

If circumstances beyond your control prevent you from working, an extension (not to exceed 180 days) may be granted by the Building Official or Building Inspector. Extensions must be requested in writing, explaining the reason for delay, **before expiration takes place.**

## INSPECTION STAGES

The Cheney Building Department Office is committed to providing a high level of service to the community by inspecting for code compliance to protect the health, safety and welfare of occupants.

City building regulations require that certain inspections be made before concealment. The following is a list of inspections that are required for each phase of construction.

### LIST OF REQUIRED INSPECTIONS ARE:

***It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by code. IRC 109.3***



***Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official. IRC 109.4***

- 1. Underground:** The inspection is to be made upon completion of the installation of the plumbing groundwork and is under test, prior to covering.
- 2. Exterior Water and Sewer:** This inspection may be made at any time during the construction process when the piping and bedding is complete, and tracer wire in place when using non-metallic piping. Also when required, the back flow valve has been installed.
- 3. Footing and Foundation:** This inspection is to be made when the footing/foundation forms and required reinforcing steel are in place, prior to pouring any concrete. Also if required, after any geotechnical requirements have been met and approved.
- 4. Framing:** This inspection is to be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are completed and the rough electrical, plumbing, pipes and ducts are approved.
- 5. Shear wall assemblies:** When all shear walls have been completely attached and any required hold-down devices have been installed, prior to covering
- 6. Rough-in Mechanical:** This inspection is to be made when all ducting and other components to be concealed are completed and sealed, prior to covering.
- 7. Rough-in Plumbing:** This inspection is to be made when all water piping, drain, waste and vent lines have been installed and under test, prior to covering.
- 8. Gas Piping:** This inspection is to be made when the gas piping has been installed and under test, prior to covering.
- 9. Insulation:** This inspection is to be made when the wall insulation and vapor retarders are in place and all windows, doors, joints and all openings in the building envelope have been sealed, caulked, gasketed or weather stripped, prior to applying any wall or ceiling covering. Heated slab-on-grade floor perimeter insulation shall be inspected after installation, prior to covering.
- 10. Drywall Nailing:** This inspection is to be made when the sheetrock is in place prior to taping and finishing covering.
- 11. Fire-resistive assemblies:** This inspection is to be made when all Lathing and/or wallboard are in place, but before any plaster is applied, or before wallboard joints and fasteners are taped and finished.
- 12. Gas Appliances:** This inspection is done when gas appliances are set, venting installed and gas piping has been tested and approved.
- 13. Lath and Plaster/Stucco:** This inspection is to be made after lathing is installed, prior to plastering or covering.
- 14. Final Inspection:** The final inspection is made when the structure is complete and ready to be occupied, attic and floor insulation installed, final grading, parking pads/lots, driveways and sidewalks have been completed, the final electrical approved and when required, any other departmental approvals have been completed.

**No building or structure shall be used or occupied until the building official has issued a Certificate of Occupancy.** (Note: This applies to all new construction.) IRC 110.1

**TO SCHEDULE AN INSPECTION, PLEASE CALL (509) 498-9237.**

Other inspections may be required in addition to those listed above. Check with your building office if you are unsure of when inspections are necessary for your project.

## **THE INSPECTION PROCESS**

When an inspection is requested, the following information must be provided:

- What stage of the work is to be inspected.
- The street address of the property needing inspection.
- The permit number shown on your inspection record card.
- A telephone number and contact person.

Inspections may be requested in person or by telephone by calling (509) 498-9237 between the hours of 7:00 a.m. and 5:00 p.m. Inspections must be requested one working day prior to when you wish it performed. Because each inspector arranges his own schedule to make the best use of his field time, no specific appointment times can be granted.

Building inspectors may usually be reached at (509) 498-9237 between the hours of 7:00 a.m. to 5:00 p.m.

Upon inspection, the approved plans must be available for the inspector to make comparisons with the work performed and the approved plans.

If there are corrections to be made before approval, the inspector will leave a "**Correction Notice**" outlining briefly the items to be completed before approval. Code sections where violations exist may be stated on the "**Correction Notice**". When corrections have been accomplished, a reinspection should be scheduled. **Time delays and reinspection can be avoided if you make sure that work is complete before you call for an inspection.** Any necessary tests should be done ahead of time to assure acceptance and compliance.

## **FINAL APPROVAL**

After the building inspector makes his inspections and all requirements have been satisfied, your project will be approved.

## **HELPFUL HINTS**

### **FROM THE WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES**

- Plan your project carefully.
- When hiring a licensed contractor, verify that the license is current by checking with the Washington State Contractor's License Information line 1-800-647-0982.
- Obtain at least 3 bids; review the work to be done; and have a written contract drawn up.
- Verify insurance coverage, general liability, and workers compensation
- Avoid letting your payments get ahead of the contractor's completed work.
- Make certain that inspections are obtained throughout construction.
- Keep a job file. Retain final permits and approved drawings for future reference.
- Make sure all work to be done is agreed upon and is written into your contract.
- Obtain written guarantees and warranties of the workmanship and materials.
- Obtain final inspection and final approval by the building inspector.
- Make final payment when all work is done per your written agreement.

Cheney Building Department shall not be held liable for the contents within this guide. This guide is for informational purposes only and is subject to change without notice.

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