



SINGLE FAMILY RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

City of Airway Heights
1208 S. Lundstrom Street
Airway Heights, WA 99001
Phone (509) 244-5514
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www.cawh.org

WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a building permit for a residential structure or accessory structure (garage, re-roof, interior remodel, etc). Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific buildings or uses may vary. It is intended to give you a general outline of the permitting process.

New residential construction in the City of Airway Heights must conform to all adopted city, state, and federal codes, including but not limited to the International Residential, Mechanical and Fire codes, Uniform Plumbing code, the Washington State Energy code, zoning, subdivision, and various other local, state and federal laws.

PERMIT PROCESS

Following submittal of a complete application, staff will distribute the application to various city departments for review and compliance with adopted city standards. The applicant will be notified of any additional information or changes needed to the project.

Upon completion of the project, in which all necessary inspections have been completed, necessary fees paid, and all permits/approvals have been given, a Certificate of Occupancy will be issued (if applicable) allowing occupancy of the structure.

WHAT INFORMATION IS NEEDED

The following information must be provided. Should any of the following minimum information not be provided, the application may not be accepted nor processed. A complete application includes:

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| <input type="checkbox"/> Completed <i>Residential Building Permit</i> Application | <input type="checkbox"/> Signed <i>Landowner Consent</i> Form (if applicant is not property owner) |
| <input type="checkbox"/> Completed <i>Public Works Permit</i> Application (if applicable) | <input type="checkbox"/> Site Plan (2 copies, for minimum requirements see checklist) |
| <input type="checkbox"/> Building Plans (2 sets, for minimum requirements see checklist) | <input type="checkbox"/> Energy Calculation Worksheets (2 copies) |
| <input type="checkbox"/> Roof Truss Calculations including layout (stamped, 2 copies) | <input type="checkbox"/> Floor Joist Calculations including layout (2 copies, if using engineered joists) |
| <input type="checkbox"/> Engineered Brace Panel Detail (stamped, 2 copies, if applicable) | <input type="checkbox"/> Payment of appropriate review fees |
| <input type="checkbox"/> SEPA Checklist (if applicable) | <input type="checkbox"/> Additional Information (if required) |

HOW MUCH WILL IT COST

Fees for building permits are based on a valuation using standard market rates for similar type construction. The actual fees are published by the International Code Council and adopted by City resolution. Fees are based on the size and use of the structure. Please contact the Building Department for information on fees for specific projects.

WILL I NEED OTHER PERMITS/APPROVALS

Additional permits and/or approvals may be required prior to the issuance of a building permit. These may include Land Use approvals, Public Works permits, Fire Safety Permits, or other permits as required by outside entities.

WILL MY APPLICATION OR PERMIT EXPIRE

The application for a permit shall be deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or permit(s) have been issued. The Building Official/designee is authorized to grant an extension, the extension shall be requested in writing and justifiable cause demonstrated. Permits will expire if work has not commenced within 180 days after issuance or if work has been abandoned for more than 180 days or a written request for extension has not been approved.

ADDITIONAL INFORMATION

For additional information please contact the City of Airway Heights at the following numbers:

Building Department	(509) 244-5514
Planning Department	(509) 244-2552
Public Works Department	(509) 244-5429