



## DEPARTMENT OF COMMUNITY DEVELOPMENT

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### **BROCHURE #35** **BWOP: BUILT WITHOUT PERMITS**

#### **“2015 IBC, [A] 109.4 Work commencing before permit issuance.**

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary *permits* shall be subject to a fee established by the *building official* that shall be in addition to the required *permit fees*.”

Documentation from a licensed professional may be required to verify structure and materials meet fire / life / safety<sup>1</sup> requirements of the current building code. A scheduled and paid Customer Assistance Meeting (CAM) to discuss the requirements for your building will be required to discuss the needs of each project.

- **All foundation/framing:** WA state Licensed Engineer verifying structure meets current IRC/IBC requirements for wind/snow/live loads, seismic, frost depth, lumber size/grade etc. as structure specific.
- **Electrical:** L&I inspection and sign-off.
- **Plumbing:** Licensed plumber stating work was installed and placed under test.
- **Insulation:** Licensed installer listing R-Value and verify the air seal test.
- **Potable Water:** Per RCW19.27.097 each building permit must show adequate potable water supply for the intended use of the building.

Please note: Unpermitted plumbing can negatively affect your septic systems. BWOP applications may require additional inspections from a septic designer or an O&M inspector to bring your building(s) into compliance. You will be notified if such conditions exist and how to correct them.

<sup>1</sup>Fire/Life/Safety: smoke and CO detectors, stairs, handrails, egress, window glazing requirements

A Customer Assistance Meeting (CAM) or Staff Consultation is highly recommended prior to permitting your structure. This will allow land use to review your project and ensure that all critical areas are addressed prior to submitting your applications. Environmental Health also offers technical assistance meetings if you'd like to review your septic requirements prior to submitting your application.

#### **R110.1 Use and Occupancy**

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provision of this code or other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

For more information, please see IRC 2015, R105 PERMITS, R113 VIOLATIONS.

## **BWOP: HOW TO OBTAIN A BUILDING PERMIT**

Obtain, complete and submit the necessary application and documents for the type building permit(s) being applied for as outlined on the Building Permit Checklist.

- Permit Application. (Ownership, address, parcel #, etc.)
- Supplemental Residential/Commercial application. – shows what is being permitted.
- Plans showing how structure was built. (Architect or engineer prepared.)  
Contact Plans Examiner @ (360) 379-4450 with any questions of what is needed.
- Floor plan (all floors) showing rooms and uses
- Site Plan – See site plan checklist for a complete site plan
- Water Availability (Potable water) – If the building has plumbing.
- Applied for or approved Septic System Permit with reserve area– If building has plumbing.
- Site Address &/or Road Approach Application - If address &/or road approach has not been assigned/approved by county.
- Stormwater Calculation Sheet
- Provide any existing or required studies or reports for property. (i.e.; wetlands or geotechnical)
- Fees are calculated and due at time of submittal.
- Shoreline Exemption Permit – Single Family Residences in Shoreline Jurisdiction.
- If the permit is for a remodel, addition, or repair – provide a scope of work list, any floor plan changes, valuation of repair, along with plans for the structural work being done.

Contact Permit Technician @ (360) 379-4450 with the following:

- Any questions you have on the application forms.
- Set up a time to go over application to determine whether complete and fee calculation.

Please note the following:

- Contact Environmental Health (360) 385-9444 with any septic system requirement questions.

Contact Washington State Labor & Industries with any electrical permit requirements  
Port Angeles Office ~ 360-417-2700 ~ 1605 East Front St. Suite C Port Angeles, WA 98362 OR  
<http://www.lni.wa.gov/TradesLicensing/Electrical/FeePermlnsp/PermitInspect/default.asp>

## **BWOP: FINALING A CANCELLED PERMIT**

If work is commenced on a building that previously had a building permit but renewal payments were not made, or inspections not completed, a re-activation fee will need to be paid to re-open the permit. Reactivation fee = annual renewal fee.

### **Reactivation Fee (<1 Year)**

To reactivate a permit after permit expiration, if within one year of expiration, the fee shall be one reactivation fee, provided no changes have been made, or will be made in the original plans and specifications for such work. Any changes will require revision fees plus the reactivation fee.

### **Reactivation Fee (>1 Year)**

To reactivate a permit any time after the permit has been expired for more than one year, the property owner shall pay a reactivation fee for each year the permit was inactive or the amount of a new permit, whichever is less. This includes obtaining, completing and submitting the necessary application and documents for the type building permit(s) being applied for as outlined on the Building Permit Checklist. Depending on the number of inspections previously performed, BWOP inspections may be required.

### **Reactivation Fee (Final Inspection Only)**

To reactivate a permit after permit expiration, to perform a final inspection only for a permit that previously had all required inspections approved other than the Final Inspection, a fee equal to three hours will be required to perform the final inspection.