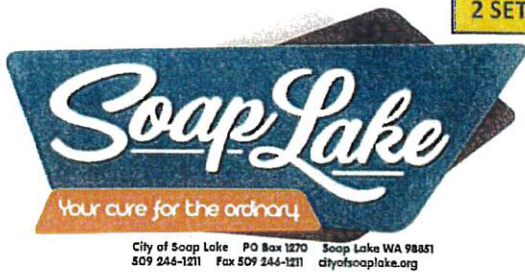


2 SETS OF PLANS ARE REQUIRED



CONSTRUCTION PERMIT	
Staff Use	Permit Number:
Only	Application Date:
Site Address	
Description	

email:

Owner of Record		Plumbing Fees (NC for new SFR)	
Mailing Address		Residential (repair or replace)	
Phone		Fixture Count _____	
Contractor		Comm (based on valuation)	
License #		Project Valuation	
Expiration Date		Plumbing Plan Review	
Contact Person		Misc Fees	
Phone		Plumbing Total	
Zoning (Classification)		Mechanical Fee (NC for new SFR)	
Front Yard		Res (repair/replace \$150)	
Front (corner lot)		Comm (based on Valuation)	
Side Yard		Project Valuation	
Side Yard		Mechanical Plan Review	
Rear Yard		Misc Fee	
Building Information		Mechanical Total	
Project Valuation		Fire Safety Permit	
Total Square Footage		USTT up to 1000 gallons	
Building Height		Fire Safety Plan Review	
Type of Heat		Fire Inspection	
Sewer Type		Burn Permit	
Water System		Miscellaneous Fee	
Assessor Parcel #		Fire Total	
Comments		Other Fees	
		Building Code Council	
		Investigation Fee	
I hereby acknowledge that I have read this application and the information contained herein is correct. I agree to comply with all local, state and federal laws regulating building construction and use. I further hereby grant the Building Department, its officers, employees or any other persons properly designated by the Building Official, a right to enter on the premises as described on this application, for the purpose of making such inspections and tests as may be required to ascertain full compliance with all local, state and federal laws applicable to building construction.		Total Other Fees	
		Building Permit Fees	
		Building Permit	
		Plan Review	
		Additional Plan Review	
		Total Building Fees	
Owner/Agent Signature		Date	

2 SETS OF PLANS ARE REQUIRED



City of Soap Lake PO Box 1270 Soap Lake WA 98851
 509 246-1211 Fax 509 246-1211 cityofsoaplake.org

CONSTRUCTION PERMIT	
Staff Use	Permit Number:
Only	Application Date:
Site Address	
Description	

Owner of Record		Plumbing Fees (NC for new SFR)	
Mailing Address		Residential (repair or replace)	
Phone		Fixture Count _____	
Contractor		Comm (based on valuation)	
License #		Project Valuation	
Expiration Date		Plumbing Plan Review	
Contact Person		Misc Fees	
Phone		Plumbing Total	
Zoning (Classification)		Mechanical Fee (NC for new SFR)	
Front Yard		Res (repair/replace \$150)	
Front (corner lot)		Comm (based on Valuation)	
Side Yard		Project Valuation	
Side Yard		Mechanical Plan Review	
Rear Yard		Misc Fee	
Building Information		Mechanical Total	
Project Valuation		Fire Safety Permit	
Total Square Footage		USTT up to 1000 gallons	
Building Height		Fire Safety Plan Review	
Type of Heat		Fire Inspection	
Sewer Type		Burn Permit	
Water System		Miscellaneous Fee	
Assessor Parcel #		Fire Total	
Comments		Other Fees	
		Building Code Council	
		Investigation Fee	
I hereby acknowledge that I have read this application and the information contained herein is correct. I agree to comply with all local, state and federal laws regulating building construction and use. I further hereby grant the Building Department, its officers, employees or any other persons properly designated by the Building Official, a right to enter on the premises as described on this application, for the purpose of making such inspections and tests as may be required to ascertain full compliance with all local, state and federal laws applicable to building construction.		Total Other Fees	
		Building Permit Fees	
		Building Permit	
		Plan Review	
		Additional Plan Review	
		Total Building Fees	
Owner/Agent Signature		Date	



CITY OF SOAP LAKE
PO BOX 1270
SOAP LAKE, WA 98851
(509) 246 – 1211
www.soaplakewa.gov

STREET AND UTILITY PERMIT APPLICATION
(UPDATED APRIL 2023)

PROPERTY OWNER _____ PHONE _____
MAILING ADDRESS _____ EMAIL _____

SERVICE LOCATION _____
PARCEL NO. _____

BRIEF DESCRIPTION OF WORK TO BE DONE AND/OR APPROVED

SEWER
CONNECTION FEE \$1500.00
PARTS \$134.07
TAX \$245.11
TOTAL \$1879.18

WATER
CONNECTION FEE \$1500.00
PARTS \$ 1376.90
TAX \$431.53
TOTAL \$3308.43

TOTAL FOR BOTH CONNECTIONS **\$5187.61**

CONTRACTOR _____
ADDRESS _____
PHONE _____ EMAIL _____

CONTRACTOR CHECKLIST:
CONTRACTOR LICENSE _____
CONTRACTOR INSURANCE _____
STREET AND UTILITY CONSTRUCTION BOND _____
CITY OF SOAP LAKE BUSINESS LICENSE _____
CONSTRUCTION PLANS _____



RESIDENTIAL REMODEL/REPAIR
CHECKLIST

DESCRIPTION: Remodels and repairs require permits for the health and safety of the occupants, and to add longevity to the built structure. A permit approval provides:

Safety:

Fire safety, clear exiting, and avoiding hazardous situations are all items reviewed through a permit process.

Structural stability: This doesn't mean just holding up a roof now from gravity, but withstanding the forces from live loads such as a packed occupancy, high winds, snow, and ground movement.

Building Longevity: Build to resist rot caused by moisture, or decay from insects or rodent infestations. Moisture is more than just rain or snow, but also includes cooking and occupancy humidity, water vapor condensation, or plumbing leaks.

Licensing requirement: If you plan to rent or lease your building, it's required to be inspected before public occupancy. If work has been completed without a permit and doesn't meet codes, you may not be able to get that license and be fined for operating without the required license.

Selling your building: You will have a much more difficult time selling your home if it hasn't been permitted and inspected. It may not qualify for an insurance claim.

Peace of Mind and Value. Not all contractors are the same, and good deals can be too good to be true. An inspection puts another set of professional eyes on a project.

The following items are exempt from requiring a permit, but can be provided upon request for the protections noted above.

- Finish materials (paint, wall paper, trim, tiling, carpeting, gutters)
- Cabinetry and Counters
- Portable appliances, furniture, and fixtures.
- In kind repair and replacement of exposed existing plumbing and fixtures.

Checkbox	Required Documents
	Dimensioned Project Plan (roof/ floor)
	Note removed fixed items (walls, fixtures, equipment, windows, doors, etc)
	Note added fixed items (walls, fixtures, equipment, windows, doors, etc)
	Structural (new or removed beams, sheathing, joists, rafters)
	Note how the project area is being used or will change use

Additional items may be requested by the Building Official depending on Project Scope. Electrical Permits are provided by and inspected by L&I.

Contact the City Planner at (509) 771-6069 or alex@kovacharchitects.com with any questions.

COMMERCIAL TENANT IMPROVEMENT (T.I.)
CHECKLIST



DESCRIPTION: Tenant improvements require permits for the health and safety of the occupants, and to add longevity to the built structure. A permit approval provides:

Safety:

Fire safety, clear exiting, and avoiding hazardous situations are all items reviewed through a permit process.

Structural stability: This doesn't mean just holding up a roof now from gravity, but withstanding the forces from live loads such as a packed occupancy, high winds, snow, and ground movement.

Building Longevity: Build to resist rot caused by moisture, or decay from insects or rodent infestations. Moisture is more than just rain or snow, but also includes cooking and occupancy humidity, water vapor condensation, or plumbing leaks.

Licensing requirement: If you plan to rent or lease your building, it's required to be inspected before public occupancy. If work has been completed without a permit and doesn't meet codes, you may not be able to get that license and be fined for operating without the required license.

Selling your building: You will have a much more difficult time selling your business if it hasn't been permitted and inspected. It may not qualify for an insurance claim.

Peace of Mind and Value. Not all contractors are the same, and good deals can be too good to be true. An inspection puts another set of professional eyes on a project.

The following items are exempt from requiring a permit, but can be provided upon request for the protections noted above.

- Finish materials (paint, wall paper, trim, tiling, carpeting, gutters)
- Cabinetry and Counters
- Portable appliances, furniture, and fixtures.

Checkbox	Required Documents
	Demolition plan
	Dimensioned Project Plans (roof/ floor)
	Note added fixed items (walls, fixtures, equipment, windows, doors, etc)
	Structural (new or removed beams, sheathing, joists, rafters)
	Note how the project area is being used or will change use
	Provide occupancy load and egress requirements
	Project scope of 4,000sf or larger needs to have an architects or engineers stamp
	Accessibility conformance

Additional items may be requested by the Building Official depending on Project Scope
Electrical Permits are provided by and inspected by L&I.

Contact the City Planner at (509) 771-6069 or alex@kovacharchitects.com with any questions.

SINGLE FAMILY RESIDENCES & DUPLEXES,
(NEW & ADDITIONS) (SFR)
CHECKLIST



DESCRIPTION: New SFR require permits for the health and safety of the occupants, and to add longevity to the built structure. A permit approval provides:

Safety: Fire safety, clear exiting, and avoiding hazardous situations are all items reviewed through a permit process.

Structural stability: This doesn't mean just holding up a roof now from gravity, but withstanding the forces from live loads such as a packed occupancy, high winds, snow, and ground movement.

Building Longevity: Build to resist rot caused by moisture, or decay from insects or rodent infestations. Moisture is more than just rain or snow, but also includes cooking and occupancy humidity, water vapor condensation, or plumbing leaks.

Licensing requirement: If you plan to rent or lease your building, it's required to be inspected before public occupancy. If work has been completed without a permit and doesn't meet codes, you may not be able to get that license and be fined for operating without the required license.

Selling your building: You will have a much more difficult time selling your home if it hasn't been permitted and inspected. It may not qualify for an insurance claim.

Peace of Mind and Value. Not all contractors are the same, and good deals can be too good to be true. An inspection puts another set of professional eyes on a project.

The following items are exempt from requiring a permit, but can be provided upon request for the protections noted above.

- Accessory Structures 200sf or less without plumbing or HVAC.
 - No accessory structure is allowed without a primary residence.
 - No cargo/shipping containers are allowed
- New or repaired decks or patios less than 30" above finished grade
- Retaining Walls less than 4' from foundation to top of wall
- Play equipment and prefabricated pools less than 24" deep.

Checkbox	Required Documents
	Site Plan with dimension between building and property lines and other buildings on site
	Dimensioned Project Plans (Roof/ Floor / Section/ Elevations)
	Structural (Foundation, beams, sheathing, joists, rafters, trusses, wall bracing, etc)
	Energy Code Forms and calculations with selection of energy credits.

Additional items may be requested by the Building Official depending on Project Scope
Electrical Permits are provided by and inspected by L&I.

Contact the City Planner at (509) 771-6069 or alex@kovacharchitects.com with any questions.



**COMMERCIAL & MULTIFAMILY
(NEW & ADDITIONS)
CHECKLIST**

DESCRIPTION: New Commercial and Multi-Family projects require permits for the health and safety of the occupants, and to add longevity to the built structure.

The following items are exempt from requiring a permit, but can be provided upon request for the protections noted above.

- Accessory Structures 200sf or less without plumbing or HVAC.
- New or repaired decks or patios less than 30” above finished grade
- Retaining Walls less than 4’ from foundation to top of wall
- Play equipment and prefabricated pools less than 24” deep.

Checkbox	Required Documents
	Site Plan with dimension between building and property lines and other buildings on site
	Stormwater Plan and Landscape Plan
	Dimensioned Project Plans (Roof/ Floor / Section/ Elevations)
	Structural (Foundation, beams, sheathing, joists, rafters, trusses, wall bracing, etc)
	Fire separation assemblies
	Occupancy load and egress requirements
	Accessibility conformance
	Energy Code compliance forms and calculations with selected energy credits.
	Project scope of 4,000sf or larger needs to have an architects or engineers stamp

Additional items may be requested by the Building Official depending on Project Scope
Electrical Permits are provided by and inspected by L&I.

- All projects require Site Plan Review and a public hearing with the planning agency.
- SEPA review and comment period may be required.

Design Criteria for Soap Lake matches Grant County:

GROUND SNOW LOAD	WIND SPEED	SEISMIC DESIGN CAT.	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARD	AIR FREEZING INDEX	MEAN ANNUAL TEMP.
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
30 Roof - 20	IRC 110 Ultimate speed	IRC C	Moderate	18	Slight to Moderate	None- slight	WSEC Climate Zone 5	NO	FEMA Maps	1,200	50
Wind Speed – Commercial – per IBC 1609						Seismic Design Category – Commercial – per IBC 1613					

Contact the City Planner at (509) 771-6069 or alex@kovacharchitects.com with any questions.