



Community and Economic Development Department
1525 BROADWAY ST | PO BOX 128 | Longview, WA 98632
360-442-5086 | mylongview.com

Application Checklist for Remodels to Single-Family Residences

- **Permit/Plan Review Application (Master Permit Application)**
 - ❖ Application included in this packet or can be found online [here](https://www.mylongview.com/170/Forms-Handouts):
<https://www.mylongview.com/170/Forms-Handouts>
- **2 Sets of Full-Size Plans with Engineering (as required)**
 - ❖ Details about specific plans which may be required can be viewed on PAGE 2 of the **Residential Submittal FAQ & Guidelines** document which is included in this packet and can also be found online [here](https://www.mylongview.com/170/Forms-Handouts):
<https://www.mylongview.com/170/Forms-Handouts>



Permit/Plan Review Application

Building/Plumbing/Mechanical/Electrical/Fire Life Safety

Community Development Department, 1525 Broadway, P.O. Box 128, Longview, WA 98632
360.442.5086/Fax 360.442.5953

All Applicable Blanks Must Be Filled In. Use INK OR TYPE – DO NOT USE PENCIL

PROPERTY INFORMATION

Project Address:	Suite #	Parcel #:
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APPLICANT INFORMATION (info for person signing application)

Applicant/Authorized Agent:	Email Address:		
Mailing Address:	City:	State:	Zip:
Daytime Phone:	Cell/Alternate Phone:		

PROJECT PROPERTY OWNER INFORMATION

Property Owner:	Email Address:		
Mailing Address:	City:	State:	Zip:
Daytime Phone:	Cell/Alternate Phone:		

CONTRACTOR INFORMATION OR OWNER AS CONTRACTOR—Note licensed contractor's info or state if owner is to do work.

Contractor's Name or Owner:		Email Address:	
Mailing Address:		City:	State: Zip:
Daytime Phone:		Cell/Alternate Phone:	
City Business License #	UBI#	State Contractor License #	Exp. Date:

TYPE OF PERMIT - Check the type or types of permits you are applying for:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> Building | <input type="checkbox"/> FIRE/LIFE SAFETY |
| <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> Electrical * | <input type="checkbox"/> Fire Sprinkler |
| | <input type="checkbox"/> Plumbing # fixtures _____ | <input type="checkbox"/> Fire Alarm |
| | <input type="checkbox"/> Mechanical # of units _____ | <input type="checkbox"/> Other |

*The electrical permit can be issued only to the person doing the electrical work.

DETAILED DESCRIPTION OF PROJECT (Details/specifics about what you want to build, plumb, wire, install, etc.)

Water Provided By: City of LV _____ PUD _____ Other _____	Sewage Disposal: City of LV _____ BHSD _____ Septic _____
Will any work be done in the public right-of-way: (circle one) YES NO	# sets of plans submitted: _____

PROJECT INFORMATION

Valuation of Complete Project (Pre- Tax) \$	Square Footage:	Number of Stories:
Amount of Cubic Yards of Grading/Filling Associated with Project:	# New/added Parking Spaces:	
Existing Amount (sq ft) of Impervious Surface:	New Amount:	Total Amount:

I hereby certify that I have read and examined this application and know the same to be true, accurate and complete under penalty of perjury by the laws of the State of Washington.

APPLICANT'S SIGNATURE _____	PRINTED NAME _____	DATE _____
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RESIDENTIAL BUILDING PERMITS – FREQUENTLY ASKED QUESTIONS

Why do I need a permit?

The purpose of a permit is to ensure that your structure will be built in a safe manner and in accordance with the requirements of the Building and Zoning Codes. This provides you with a reasonable assurance that the building will be safe for all who will use the structure now and in the future.

Do I need more than one permit?

Separate permits will be required for connections to utilities and work in the public right-of-way (sidewalks and curb cuts for driveways). Separate permits may also be needed for electrical work, mechanical work and plumbing work if that work is not combined with the building permit.

How long will it take to have my permit approved?

Permit approval usually takes about two weeks. Times may vary depending upon the complexity of the project and time of year.

How long is my permit good for?

Permits will expire if work is not started within 180 days after the issuance of the permit or if no inspections are requested for a period of 180 days. If you are unable to keep the progress of your project going you may submit a written extension request.

What inspections will be required?

Some of the typical inspections that are required for a project are: sewer line, footings, foundation wall, underfloor, shearwall, rough-in plumbing, rough-in mechanical, rough in electrical, electrical service, framing, insulation, sheetrock nailing and a final inspection.

How do I schedule an inspection?

Call the Inspection Request Line at 360-442-5090. You will be asked for the address of your project, the permit number, type of inspection and contact information. Typically requests made prior to 8:30 AM can be done that same day.

What codes does the City of Longview use?

- Longview Municipal Code Title 16 – Building and Construction
- International Residential Code, Uniform Plumbing Code, National Electrical Code Washington State Energy Code, Washington State Indoor Air Quality Code
- Longview Municipal Code Title 19 – Zoning

What do I do if I have questions about the code?

Inspectors are generally available in the office for questions from 8:00AM to 8:30AM, 1:00PM to 1:30PM and 4:30PM to 5:00 PM. You may also contact our inspectors by phone and leave a message if they are not available. We try to return all phone calls within 1 business day.

Do I need an architect or engineer to design my plans?

Not if you can meet the prescriptive requirements of the code. Buildings that exceed the prescriptive limitations will need to be designed by an architect or an engineer. In addition, some site conditions may require engineering of the site and/or foundations to ensure that the structure is situated on the site in a safe manner.

What documents will I need to submit when I apply for my building permit?

Along with a completed Building Permit Application and a City Utilities Application, two complete sets of building drawings need to be submitted. Each page of the drawings shall include the address and the name of the project. In addition, drawings shall be drawn to scale, fully dimensioned, done in a professional manner (pencil and ink drawings will not be accepted – blueprints or photocopies are required) and shall include the following sheets and information:

1. A **Foundation Plan** including the following information:
 - Dimensions of the footing and the foundation wall.
 - Details of the reinforcement in the footing and the foundation wall.
 - The size and location of all spread footings supporting point loads.
 - The location and size of the crawl space access.
 - Details of the ventilation for under-floor spaces.
 - Foundation walls exceeding nine feet in height will be required to design by a Washington State engineer.
2. A **Floor Plan** including the following information:
 - The location and type of braced wall lines and braced panels. (See chapter 6 of the International Residential Code for prescriptive bracing requirements.) If your building does not meet the prescriptive bracing requirements of the International Residential Code a designed lateral-force-resisting system will be required for your building. Calculations stamped by a Washington State engineer or architect will need to accompany the designed lateral-force-resisting system.
 - The location of all source-specific ventilation fans and their CFM ratings.
 - The location and type of all mechanical equipment (furnaces, heat pumps, etc.).
 - The location and type of water heater.
 - The location of all plumbing fixtures.
 - The sizes of all columns.
 - The sizes for all window and door headers.
 - The details of the required fire separation between the garage and house.
 - The details for the protection of mechanical equipment located in garages.
 - The locations of all smoke detectors.
 - The location, size and type of all egress windows.
 - The location of all required tempered windows.
 - The location and size of the attic access.
 - The locations and types of any fireplaces.
3. A **Floor-Framing Plan** that includes the type, size, spacing and location of all joists, beams, posts, bearing walls and bearing pads. If you are using an engineered floor system (TJI's, BCI's, etc.) it must be accompanied by a plan designed by an individual certified to do such designs.
4. **Exterior Elevations** of all four sides of the structure.
5. A **Roof-Framing Plan** that includes the type, size, spacing and location of all trusses, rafters, beams, posts and bearing walls. If you are using trusses a layout showing all truss locations will be required.
6. **Cross Sections** that include the following information:
 - The size and type of all materials to be used.
 - The rise, run and headroom clearance of the stairways.
 - The height, location and details for all required handrails.
 - The height, location and details for all required guardrails.
 - Details for masonry fireplaces including the size, type and spacing of all materials to be used.
 - Details for Energy code compliance. Be sure to include glazing percentages, U-values for doors, U-values for windows and the R-values for the insulation in the floors, walls and ceilings.
7. A **Grading Plan**
8. A **Site Plan** (Follow the instructions on the City of Longview site plan form.)

This is a general guideline for submittals. More information may be required after the review process.