

GRANT COUNTY BUILDING DEPARTMENT
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS
(509) 754-2011

The items listed below are the minimum items required in order to submit an application for Building permit. **Without these items, your application will not be accepted.**

Please initial the line before each item to indicate you have included the required item with complete information.

Office Use Only

- _____ **Application** form with parcel number and all information, completed legibly.

- _____ **Site Plan** – 8 ½ x 11 or 11 x 17 drawing (see instruction sheet).

- _____ **Agent Authorization** form(s) - Multiple people may be listed on a single form & multiple forms may be necessary to satisfy the following:
 - _____ Required for property or land lessee(s) from legal owner(s)
 - _____ Required for multiple owners such as % co-owners
 - _____ Required for the owner's designated agent submitting the application

- _____ **Address Application** form: Required when a County assigned address has not been issued or cannot be verified. This is generally required on new 1st time construction sites, but may be required in other instances as well where an address cannot be verified as issued by the County previously.

- _____ **Deposit** when applicable: All projects with an estimated valuation, according to GC adopted fee schedules, of \$100,000 or greater will be required to provide a deposit at the time of submittal based on the estimated plan review fee. (Contact office with sq. ft. details for deposit amount.)

- _____ Residential Structures Only - Single Family Residences / R-3 Occupancies
Technically Complete Plans according to the 'Residential Plan Requirements' handout: Plans will be pre-reviewed at the counter during submittal. If plans are incomplete, the application package will not be accepted and will be returned to applicant.

- _____ This completed & signed '**Application Submittal Requirements**' form.

In addition to the items above, we have endeavored to provide the appropriate forms and information necessary for approval with your application packet. However, some details may be brought to our attention during the review process which may require additional forms or information. When applicable we will contact you immediately to obtain that information.

Your signature below indicates you have read this entire handout and understand the information provided. Incomplete documents and information provided will result in non-acceptance of your Building application until completions are made.

Signature of Applicant	Printed Name	Date
	11/14/2014	