

These are the forms you will need to prepare and submit together:

Application Submittal Packet

Application Checklist
Permit Application
Site Plan
Agent Authorization
Site Address Application
Public Works Approach Permit Application
Manufactured Homes also Require Moving Form
Manufactured Homes also Require FAS Supplemental Form

[Commercial Projects – Checklist and Information](#)
[Residential Projects - Checklist and Information](#)

- [Application Checklist \(PDF\)](#) - As you prepare your packet, please be sure to initial each component that you have prepared and are submitting.
- [Permit Application \(PDF\)](#) - For any part of the application that does not apply to your project, please indicate N/A. If there is an existing home on site that is going to be removed, please indicate that clearly on the application as part of the project description.
- [Site Plan \(PDF\)](#) - Please be aware that we are unable to accept site plans larger than 11 x 17. Site plans are required for all projects.
- [Well Report/Connection Agreement](#) (Note for any applications with a scope of work that relies on water from an exempt water withdrawal (REF. RCW 90.44.050)):
 - With the adoption of Senate Bill 6091, Grant County is now obligated to require a copy of the well report (consistent with RCW 18.104) for the well located on this parcel is required. Parcels served by existing public water systems (Group A, Group B, or City) will need to provide a copy of the connection agreements/approvals in lieu of the well report at the time of submittal. Permits are not issued without said documents.
- [Agent Authorization \(PDF\)](#) - If anyone other than the landowner is applying (i.e., agent or General Contractor), please be sure to include this form that is completed and signed by the landowner or an authorized representative of the landowner in the case of a company or trust. This form is also required if the applicant is in the process of purchasing the land and it has not yet been recorded. In this case, the seller will need to complete and sign this authorization form and it is to be submitted as part of the application packet.
- [Site Address Application](#) – If there is not an address assigned to the property you will need to complete and submit this application as part of the application packet with a check made payable to Grant County Planning in the amount of \$50. This is required if there is no county verifiable address assigned to the property. If you are unsure as to whether your address is county verifiable, please call our office and speak to someone.

- [Public Works Approach Permit Application](#) – This form is required with most building permit applications, even on existing sites.
 - If the driveway is new or existing and the driveway is on a county road, or a private road connected to a county road and have not had a recent building permit issued on your property. Public Works will verify the new or existing access to the property. For questions on Approach or Approach Application requirements, please contact Public Works at 509-754-6082.
- [FAS Supplemental Form \(PDF\)](#) – This form tells us who is involved in the installation and set-up of the manufactured home.
- [Moving Form \(PDF\)](#) - This form tells us where the manufactured home's current location is prior to being moved on the proposed property.
- Washington State Department of Transportation (WSDOT) Proof of Access - This is required if the property is off a State Highway and there are no existing buildings. If it is a brand-new site, please email [WSDOT](#) or call 509-667-2909 to apply for an access permit off a State Highway. WSDOT proof of access may be required for Change of Use permits as well. **WSDOT also issues moving permits for Manufactured Homes on state highways (509-754-2056).**
- [Off Grid \(PDF\)](#) – When a structure is not going to be connected to the commercial power grid there is additional information required for plan review. Data from the product manufacturer or a design professional competent in this field that demonstrates the systems capability of providing power to operate all systems combined is required. There is an Off Grid Form which needs to be completed and submitted together with the Complete Packet.

If you have any questions regarding requirements, processes and/or fees of other departments, please [contact the department](#) directly.

Review Process

A pre-review is done at the counter to determine if all the basic information is included with the submittal to be considered complete to accept for department reviews.

Most application submittals are reviewed by various departments i.e.: Planning, Fire Marshal, Building, Public Works and the Health District. The scope of work for the project will determine the department reviews and approvals. Some projects may require additional reviews such as the local purveyor of potable water or sewer services, Assessors Office, Dept. of Labor and Industries, Department of Transportation, State Department of Health or State Fire Marshal. Be sure you have checked with any departments applicable to your project for additional information or requirements such as setbacks, well testing or land use permits.

Once we determine the submittal is complete and accept for review, the review times by department vary with seasonal demand. Time frames can change based on several factors such as the project complexity,

number of submittals already received, or if additional information is requested to complete the review of your project.

Some plan reviews and site inspections may be required to be done by “outside” agencies such as I.C.C. and/or State Certified special plans reviews and/or inspectors.

Wrapping it up....

Once all required departments have approved their review, we will notify you by email and/or phone call to let you know the permit is ready to be issued, the total amount due for the permit, and the payment options available.