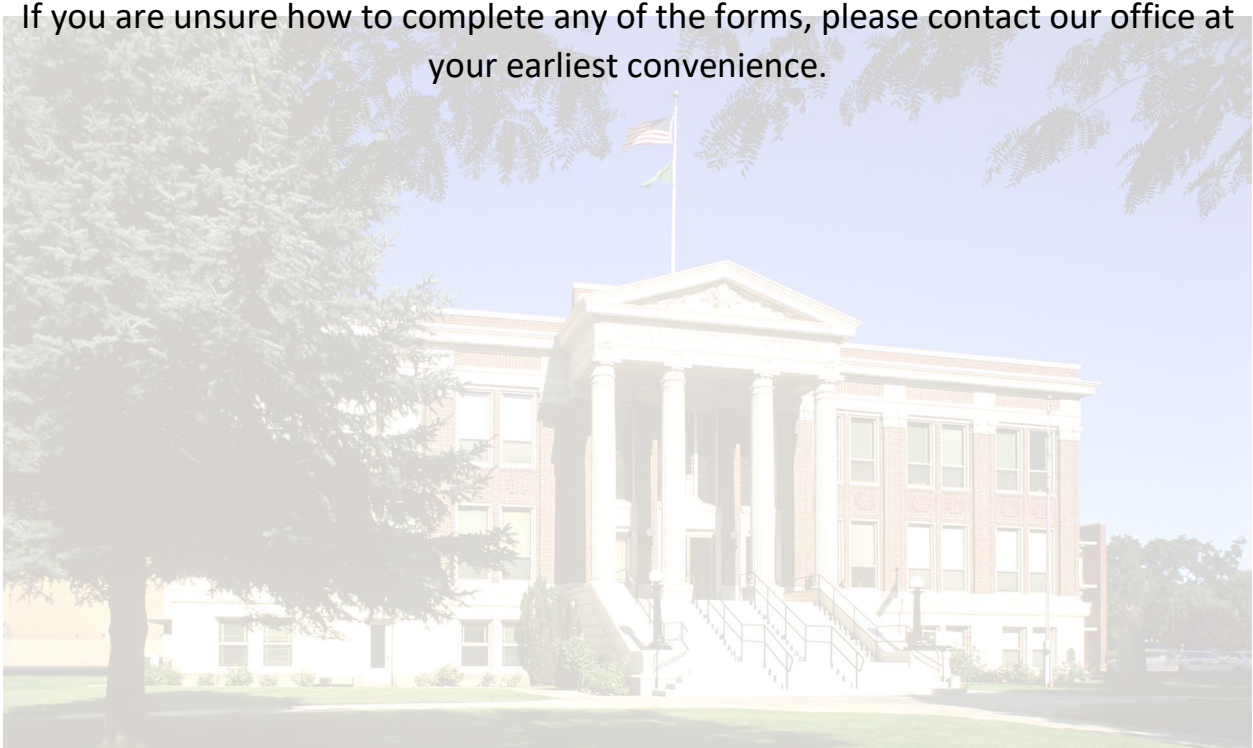


# Re-Roof Application Packet

These documents are ALL required and are part of the application process.

If you are unsure how to complete any of the forms, please contact our office at your earliest convenience.



**For Manufactured Homes you will need to contact [WA State Labor and Industry](#) to inquire on a reroof permit.**

For structures other than a manufactured home, if you are only stripping and/or recovering a roof, the County does NOT require a permit.

If there is structural work (water soaked, deteriorated), then please complete the following paperwork to obtain a re-roof permit. Please note, two or more applications of any type of roof covering is not to be exceeded.

GRANT COUNTY BUILDING DIVISION - PERMIT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

Building Permit Applications will not be accepted without the appropriate items listed below - Please Read Completely

Counter Complete Review will be done before acceptance.

| Office Use Only | Initial if included |
|-----------------|---------------------|
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**Application** form with parcel number and all information, completed legibly, signed. \*\*

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

**Agent Authorization** - Multiple may be required. Multiple may be listed on a single form when necessary. \*\*  
 Required for the Parcel Owner's designated agent submitting the application  
 Required for property or land lessee(s) from legal parcel owner  
 Required when purchasing parcel but sale has not been recorded  
 If Cellular site alteration (existing Tower), required from Tower Owner (not Parcel Owner) to Applicant

**Plans** - Required plans vary by type of structure/scope of project and can be very specific. Please see appropriate handout(s), Plan Requirements Checklist and/or Application Packet for details. Many packets are located on our website, or contact our office for additional information or projects not shown. [grantcountywa.gov](http://grantcountywa.gov)  
 Technically Complete Plans are required for application acceptance. Development Services/Building

**Deposit when applicable:** All new residences require a \$500 deposit. Other projects with an estimated valuation (according to GC adopted fee schedules) of \$100,000 or greater will require a deposit based on the estimated fees. Contact our office with Sq. Ft. and occupancy classification details for deposit amount.

**Well Report for private wells** required before Permit Issuance for many projects such as new Manufactured Home, Residence or commercial site. Copy of Recorded shared well agreement also required when privately sharing. If you are on a Public Water System or have City Services, list name: \_\_\_\_\_

**Manufactured Homes Only**  
 FAS Supplemental - Setup / Installer  
 FAS Supplemental - Moving Form  
 Labor and Industries Fire Safety Inspection for MH's 1976 or older

**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.

**Power:** Is Public Power available to your parcel?    Y  (PUD or other)    N  (parcel 'off grid')

Most applications require approvals from one or more of the offices listed, and you may need to apply for additional permits or work with them directly to obtain their approval. We can let you know which approvals will be required for your project at time of submittal.

|                 |                           |
|-----------------|---------------------------|
| GC Fire Marshal | GC Health District        |
| GC Planning     | WA Dept of Transportation |
| GC Public Works | City Utility approval     |

We have endeavored to provide the appropriate forms and information necessary with your application packet. However, some details may arise during submittal or review process which requires additional forms, information or approvals. When applicable we will update you as soon as possible about additional requirements.

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**

\*\* Original signature, copy of original or use a verifiable digital tool wherever a signature is required on forms

**Grant County Building Department**  
**P O Box 37, Ephrata, WA 98823**  
**(509) 754-2011 ext. 3001**

**Application #** \_\_\_\_\_  
*This is not a permit - No work to begin until permit is issued*  
*Please fill out form completely and legibly.*

**Applicant / Agent** \_\_\_\_\_ phone \_\_\_\_\_

*(Owner's designated agent / contact for application submittal, project and process related questions and correspondence. If Owner is applicant, fill out this section also.)*

Mailing Addr/City/State/Zip \_\_\_\_\_

e-mail \_\_\_\_\_

**Owner** \_\_\_\_\_ phone \_\_\_\_\_

Mailing Addr/City/State/Zip \_\_\_\_\_

Are you currently listed as the legal owner of the land?  Yes  No If no, list current legal owner(s): \_\_\_\_\_  
 Are you in the process of purchasing the land?  Yes  No \_\_\_\_\_  
 Are you leasing the entire parcel of land?  Yes  No \_\_\_\_\_  
 Are you leasing only a portion of the land or structure?  Yes  No \_\_\_\_\_

**MH / Building owner** (if different than land owner) \_\_\_\_\_ phone \_\_\_\_\_

**General Contractor** \_\_\_\_\_ phone \_\_\_\_\_

WA State Labor & Industries General Contracting license #: \_\_\_\_\_

**Architect / Engineer / Designer** \_\_\_\_\_ phone \_\_\_\_\_

**Address of project site (if assigned by County)** \_\_\_\_\_

**Parcel #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Acres \_\_\_\_\_ (or) Lot Dimensions \_\_\_\_\_ x \_\_\_\_\_

**Legal Description:** (May not all apply) FU \_\_\_\_\_ Block \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision Name / Phase # \_\_\_\_\_

Is this the only Building / Structure on this Parcel?  Yes  No Is this the only Residence (inclgd MH's) on this parcel?  Yes  No

**Scope of Work:**  Residential  Agriculture  Commercial

Structure/add/alter  FAS / MH  Plumbing  Mechanical  Grading  Demo  Fire Marshal  Other

**Description:** \_\_\_\_\_

**Specific Use of Structure:** \_\_\_\_\_

Footprint dimensions: \_\_\_\_\_ Peak Height: \_\_\_\_\_ Year of MH / Modular \_\_\_\_\_

Basement sq.ft. \_\_\_\_\_ Main/1st sq.ft. \_\_\_\_\_ 2nd floor sq.ft. \_\_\_\_\_ 3rd floor sq.ft. \_\_\_\_\_ Deck(s) sq.ft. \_\_\_\_\_

# New Bedrooms \_\_\_\_\_ # New Bathrooms \_\_\_\_\_ Existing Bedrooms \_\_\_\_\_ Existing Bathrooms \_\_\_\_\_

I hereby apply for a permit to do the work shown above and attest that the information provided is correct. If I am not the legal land owner, I certify that I am submitting the application with the permission and authority of the landowner and have included the required Agent Authorization(s).

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

# SITE PLAN INSTRUCTIONS

## INSTRUCTIONS:

- A. Complete the information requested in the gray box at the top of the reverse side of this page and draw your site plan in the space provided; you may use additional 8½ X 11 sheets as needed;
- B. Identify the north arrow in the space provided;
- C. Use an accurate scale for drawing (ie; "1 inch = 10 feet" or "1 inch = 20 feet" or "1 inch = 100 feet" etc.);
- D. Draw the boundaries of the parcel including the dimensions (you may need a plat map copy from the assessors office)
- E. Draw the location and dimensions of all existing buildings and structures;
- F. Draw the location of the proposed project including the structure dimensions, and distances to property lines and existing buildings and structures;
- G. Draw the location of all proposed and existing utilities (including power, phone, water, sewer systems, reserve drainfield, etc.);
- H. Draw the location and dimensions of all existing and proposed roads, driveways, parking areas, rights-of-ways and easements;
- I. Draw the location of any distinguishing physical features located on or adjacent to the property (including but not limited to : streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.);
- J. In the gray box at the bottom of the page, please provide detailed directions to the site;
- K. If you have questions regarding these instructions, please see the "EXAMPLE" SITE PLAN provided below. If you have further questions not covered in the example, please call (509) 754-2011, extension 620 for assistance.

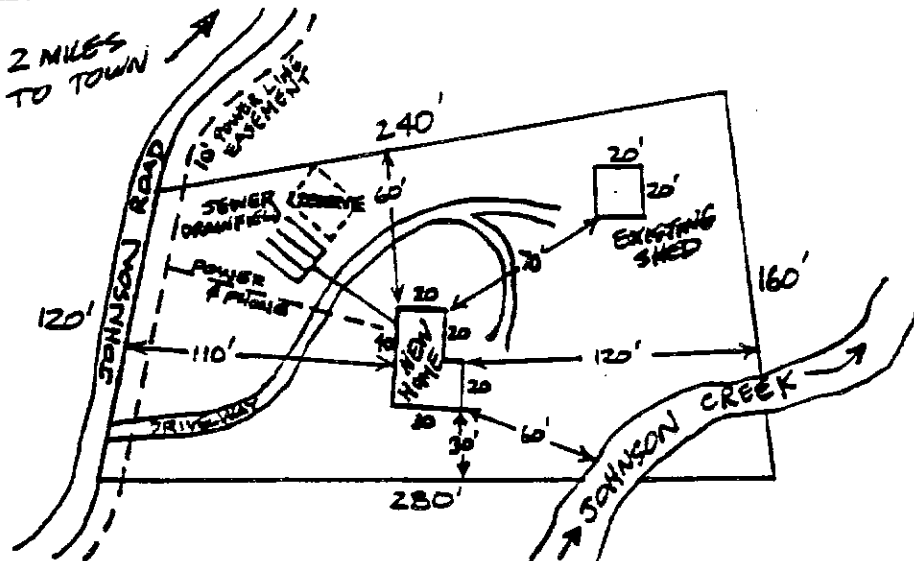
## "EXAMPLE" SITE PLAN

IN ORDER TO PROCESS LANDUSE APPLICATIONS, ALL SUBMISSIONS MUST INCLUDE A COMPLETED SITE PLAN MAP OF THE PROPOSED PROJECT (SEE INTRUCTIONS), submission of an incomplete site plan map will be considered as an incomplete application and returned to the applicant:

PROJECT/ OWNER NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARCEL #(s) \_\_\_\_\_ DRAWING SCALE \_\_\_\_\_ inch(s) = \_\_\_\_\_ feet

**NOTE: Please label all parcel boundaries with "Property Line"**



Directions to the Site:

IF YOU DON'T USE THE ATTACHED FORM, PLEASE BE SURE TO INCLUDE AN 8 ½ x 11 COPY OF YOUR SITE PLAN WITH YOUR BUILDING PERMIT APPLICATION PACKET.

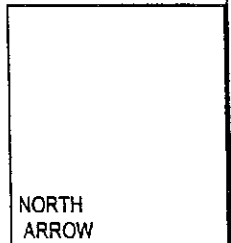
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PROJECT/ OWNER NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARCEL #(s) \_\_\_\_\_ DRAWING SCALE \_\_\_\_\_ inch(s) = \_\_\_\_\_ feet

**NOTE:** Please label all parcel boundaries with "*Property Line*"



Directions to the Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Grant County**  
 Department of Building/Fire Marshal  
 P O Box 37  
 Ephrata WA 98823  
 (509) 754-2011 ext. 3001

## BUILDING PERMIT ACTIVITY - AUTHORIZATION FORM

As legal owner(s) of Parcel \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, I acknowledge and approve the request for Building Permit(s) for construction or installation of the **specific structures / work listed** below:

Further, I hereby authorize the following person(s) to act as my agent(s) regarding any activities involving the Application, and subsequent Permit, as noted above and filed with Grant County:

|      |         |                       |
|------|---------|-----------------------|
| Name | Company | Relationship to Owner |
|------|---------|-----------------------|

|      |         |                       |
|------|---------|-----------------------|
| Name | Company | Relationship to Owner |
|------|---------|-----------------------|

|      |         |                       |
|------|---------|-----------------------|
| Name | Company | Relationship to Owner |
|------|---------|-----------------------|

*(For relationship to owner, be specific such as agent, contractor, tenant, co-owner, purchasing land, etc.)*

\_\_\_\_\_  
Legal Owner Signature / Corporate Representative Signature

\_\_\_\_\_  
Legal Owner Signature / Corporate Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title                      and                      Company Name

\_\_\_\_\_  
Title                      and                      Company Name

As landowner, building owner and applicant for a Building Permit, if you want someone other than yourself to act as your agent, including contractors, engineers, architects, etc., you must complete this form and submit with each applicable application.

In cases of co-ownership, all legal owners must sign the form or attach additional forms.

Corporations and Trusts must have signature by at least one governing member or agent authorized to bind the corporation or trust.

This form may also be used for Tenants or other parties to authorize agents on their behalf.