

## Frequently Asked Questions

### 1. What is the fee for a building permit?

A building permit fee will vary based on the type and valuation of the project. To see the current fee schedule, visit the city website at [www.colfaxwa.org](http://www.colfaxwa.org). Fees for mechanical and plumbing permits can also be found online

### 2. How do I request an inspection?

To request an inspection, please contact the City of Colfax Building Department at 509-397-3861. Inspection requests should be made at least 24 hours in advance.

### 3. Does my project require a permit?

Not all projects require a building permit. Examples of projects that don't require a building permit include:

- One-story detached accessory structures that do not exceed 200 square feet.
- Retaining walls that do not exceed 4 feet in height measured from the bottom of the footing to the top of the wall.
- Fences that do not exceed a height of 7 feet.

If you are not sure if your project requires a permit, please contact the City of Colfax Building Department. Permit issuance is required before any work may be done as outlined in the City of Colfax Municipal Code Section 15.02.030



**Know what's below.  
Call before you dig.**

**City of Colfax Building Department**

**400 N. Mill St.**

**Colfax, WA 99111**

**Phone: 509-397-3861**

**Fax: 509-397-3044**

**Email: [building@colfaxwa.org](mailto:building@colfaxwa.org)**



## Submittal Requirements For New And Existing Residential Building Projects

**City of Colfax Building Department**

## What is required?

### 1. Building Permit Application

### 2. Water/ Sewer Fees (If Applicable)

### 3. Site Plan Showing

- a. Lot dimensions
- b. Location of any existing building(s) or structure(s) on lot;
- c. Indications of cut/fill and location of erosion control devices
- d. Retaining wall location;
- e. Storm water BMP's

### 4. A set of Building Plans which consist of:

- a. Plan sheets drawn to a minimum scale of 1/4"=1' on pages no smaller than 11"x17"
- b. Architectural sheets:
  - i. Floor Plan which shows:
    - All floors and basement
    - Room dimensions
    - Proposed room use
    - Stairway illumination
    - Window size and location
    - Location of egress windows
    - Doors
    - Smoke detectors
    - Carbon monoxide detectors
    - cabinets and appliances
    - Garage/house separation

- Attic access
- Crawl space access

#### ii. Building elevations which show all sides of building

#### iii. Mechanical plans showing the locations of

- Furnace/AC
- Fans
- Plumbing fixtures
- Wood or gas stoves/ fireplaces
- Any gas appliance(s)
- Type of heating system
- BTU's of fuel burning appliances
- Efficiency rating of fuel-burning Appliances
- CFM of all exhaust systems and associated fresh air source
- Combustion air source

#### iiiv. Energy Code Compliance

- Square footage of vertical and overhead glazing
- Insulation R-value
- Window/skylight U-values
- Mechanical and service water heater system type, size, and efficiencies

#### c. Structural sheets which show the following:

##### A. Foundation Details:

- Depth of footings
- Width of footings
- Width of walls
- Size of footing pads
- Depth of footing pads
- Reinforcing schedules

- Hold-down size
- Hold down location
- Stair tread and rails/guards
- Ceiling height
- Crawl space, vent size, and location

B. Framing details indicating location, size, spacing, type, species of joists, studs, headers, beams and posts with connection details.

C. Roof framing details indicating location, size, spacing, type and species of rafters. If trusses are used, provide a truss layout plan showing the location of all trusses. Truss designs must be signed and sealed by a registered professional engineer or architect.

- Brace wall panel details including location and type (prescriptive, alternate or continuous) of brace wall panels

OR

- Location of engineered shear wall and drag struts.

### 5. Engineering

- a. Calculations showing the assumptions and method used to design engineered building elements.
- b. Truss sheets showing the end reactions of trusses.
- c. Engineered products layout sheets (i.e., I-joist plans for roof or floor systems).