

How do I get an inspection?

Follow these steps:

- Call (509) 488-3302 to schedule your inspections. Call at least 24 hours in advance
- When you call to make the appointment, have all the details (permit number, project address, etc.) available.
- If the work was done inside, an adult needs to be at the site for the inspection.

Things to do

Be an informed consumer. When buying a product or contracting a service, follow these steps:

If you have questions regarding a contractor's eligibility to perform work on your property, call the City of Othello, Business License Department @ (509) 331-2703.

Compare prices.

Ask for references and contact them.

Be sure you have a written contract and read it carefully before signing.

Do not pay any contractors until your project has been approved by the City of Othello.



Do I need a structural permit?

Building & Planning Department
City of Othello
500 E Main Street
Othello, WA 99344
(509) 488-3302
www.othellowa.gov

Anne Henning, Community Development Director
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Common questions and key information regarding structural permits

When do I need a structural permit?

A permit is required to construct, enlarge, alter, move, or replace any home or related structure. **For example, a permit is required to:**

- Add a room.
- Build or alter a carport, garage, or shed of more than 200 square feet.
- Finish an attic, garage, or basement to make additional living space.
- Cut a new window or door opening or widen existing openings.
- Add, move, or remove walls.
- Apply roofing when all of the old roofing is removed and new sheathing/sub roof is installed.
- Reroof in wildfire hazard zones.
- Build a stairway.
- Build a retaining wall that supports or protects a building.
- Build or replace a deck more than 30 inches above adjacent grade measured at any point within three feet horizontally of the deck.
- Install a fence more than six feet high.
- Install a fence at least six feet high around a swimming pool, hot tub, or spa to form a safety barrier.

What can I do without a permit?

A permit is not required for minor repairs and maintenance.

For example, typically a permit would not be required to:

- Paint buildings that are not historic landmarks.
- Blow insulation into existing homes.
- Install storm windows.
- Replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl.
- Install shelving and cabinets.
- Install gutters and downspouts.
- Replace or repair siding on a wall that is three feet or more from a property line.
- Replace doors or windows in an existing opening.
- Build a fence up to six feet high.

Code standards must be met even when a permit is not required. **Always check with your local building and planning department to verify permit requirements before beginning work.**

Where do I get a permit?

Permits are issued by City of Othello Building & Planning department.

What information will I need to get a permit?

1. The address and possibly a legal description of the property.
2. A description of the work proposed.
3. The owner's name, address, email address, phone number, and fax number.
4. If a contractor is doing the work, the contractor's name, address, phone number, and city license number.
5. More than one complete set of plans.
 - Check with your local building department to find out the exact number of copies required.
 - Plans must clearly identify all work on the building and where the building sits on the property.
 - Typical plans include a site plan, floor plans, and cross sections showing construction details.

Who must review my project?

Community Development Director
Public Works Director
Adams County Fire Chief
Building Inspector