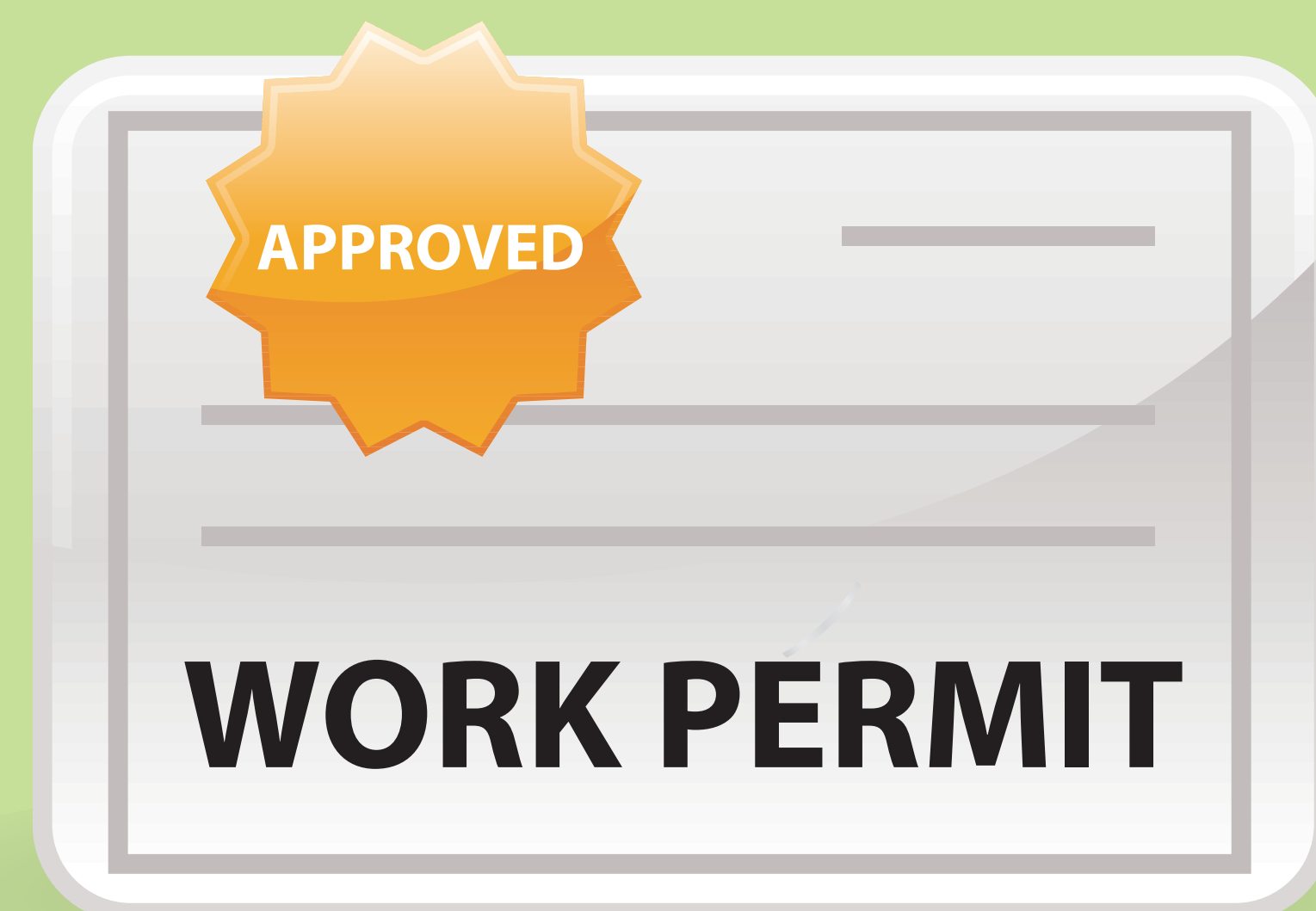


## Who is responsible for obtaining permits?

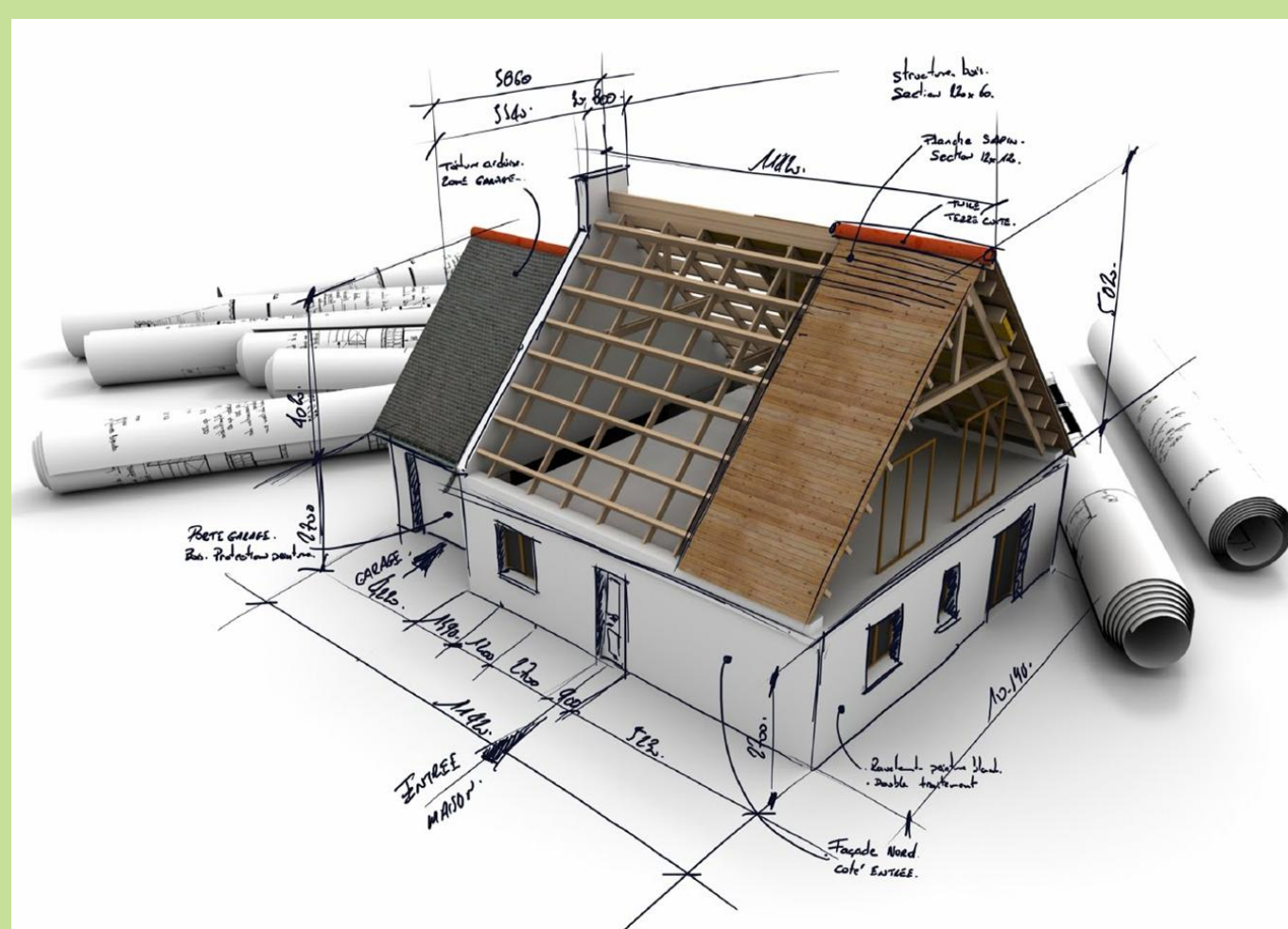
The property owner or contractor (depending on the project) is responsible for obtaining structural, mechanical, plumbing, and electrical permits.

## Where do I get permits?



You can get permits by calling or visiting the City of Othello Building & Planning Department in City Hall or online at [www.othellowa.gov](http://www.othellowa.gov)

## When am I required to get a permit?



Permits are required for any new construction or alterations and additions to existing buildings prior to performing work. **This includes:**

- Electrical
- Structural
- Plumbing
- Mechanical



## City of Othello

500 E Main Street, Othello, WA 99344 : (509) 488-3302

### STRUCTURAL

**A residential permit is required when you:**

- 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.
- Add, move, or remove walls.
- Build a stairway.
- Build a retaining wall over six feet high.
- Build a deck more than 30 inches above grade.
- Build a retaining wall that supports a bank of earth above the top of the wall.

### PLUMBING

**A plumbing permit is required when you:**

- Replace a water heater or under-ground piping.
- Alter piping inside a wall, ceiling, or beneath a floor.
- Install a plumbing fixture where one did not exist previously.
- Make an emergency repair or alteration on a section of pipe five feet or longer.

### ELECTRICAL

**An electrical permit is required when you:**

- Install or alter any permanent wiring or electrical device.
- Run additional wiring in your home.
- Install a new electrical outlet or light fixture.
- Install a receptacle for a garage-door opener.
- Convert from fuse box to circuit breakers.
- Install or alter permanently attached low-voltage systems such as security alarms, stereos, or computer systems.

### MECHANICAL

**A permit is required when you:**

- Install or change any part of a heating or cooling system that needs to be vented into any kind of chimney.
- Install an unvented fuel-fired appliance, such as "gas log" sets.
- Install a wood stove, fireplace insert, pellet stove, or related venting.
- Install, alter, or repair gas piping between the meter or LPG tank and an appliance, either indoors or outdoors.
- Install bath fans, dryer exhausts, kitchen range exhausts, and appliances that are required to be vented.

## How do I get a permit and what is the process?



- **Contact the Building & Planning Department at The City of Othello**
- Complete the permit application – at the office or online
- Pay the permit fee – Permit fees are based on the size and complexity of your project and are paid when the permit is issued.
- Receive your permit – Once the permit has been issued, the work can begin.

## How do I get an inspection?



**Follow these steps:**

- Call the building department 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.



[www.othellowa.gov](http://www.othellowa.gov)