

Check with the Building & Planning or zoning department to determine whether a permit for change in use or occupancy is required.

What technical information do I need to submit with my plans?

For most simple projects, a completed application is all that is required. For more complex projects, you may be required to submit some or all of the following; it depends on the type of permit:

- plot map
- floor plans
- specifications
- elevations
- mechanical, plumbing, and electrical drawings
- foundation plan
- energy documentation
- structural calculations
- required fire-protection equipment

Can a permit be issued before the plan review is approved?

No. All plans must be approved before permits are issued unless you get special permission from the local building department for:

- A partial permit for footing only.
- A partial permit for foundation and footing only.

Commonly Asked Questions About Obtaining A Permit



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

Anne Henning
Community Development Director

Jackee Carlson
Building & Planning Secretary



Commonly Asked Questions About Obtaining Permits

When am I required to get a permit?

Permits are required for any new construction or alterations and additions to existing buildings.

This includes:

- Electrical
- Manufactured home
- Elevator work
- Structural
- Plumbing
- Mechanical

Check out www.othellova.gov for a basic list of what does and does not require a permit. Also, contact the building & planning department to find out the more details.

Why do I have to buy a permit to build on my own property?

It is all about safety. The City of Othello requires you to obtain permits, even on your own property, to ensure that you meet minimum building standards for your own safety and for the safety of future property owners and occupants.

Who is responsible for obtaining permits?

If the property owner is doing the work, he or she is responsible for acquiring all the permits. If you are hiring a contractor to complete the work, you need to confirm that he or she is obtaining the appropriate permits.

How do I get a construction permit?

To get a construction permit, you must complete a permit application. Permit applications are available from the building & planning department or online @ www.othellova.gov.

When am I required to obtain local zoning approval?

- When your project is a new structure.
- When your project increases the area or height of a structure.
- When your project changes the use of a structure.

Also, depending on the project, you may be required to obtain local zoning approval for electrical and plumbing work before a permit is issued. Check with the building and zoning department for specific requirements pertaining to your project.

Where do I get permits?

- Go to www.othellova.gov
- The City of Othello Building & Planning Department.

Can I apply for a permit by Mail?

Yes, you will need to download the appropriate building permit application from the website (www.othellova.gov). Fill in all information that pertains to your project.

Mailing Address :

City of Othello
Building & Planning Dept.
500 E Main Street
Othello, WA 99344

Once received by the Building & Planning Department it will be processed and you will be notified when it is ready to be issued.

How do I calculate permit fees?

Contact the building department for fee schedules and the valuation tables for your area.

When does my permit expire?

Your permit expires:

- If work isn't started within 180 days from the date of issue, or
- If work is suspended or abandoned for 180 days or more.

If you cannot begin or complete the permitted work within a 180-day period, you may submit a written request to extend your permit for an additional 180-day period.

Why do I need a plumbing permit to replace a water heater?

The City of Othello requires plumbing permits for water heaters because of fire, electric shock, and explosion dangers.

When are plans required?

Plans are required when:

- *Your project is a new structure.
- *Your project increases the area or height of a structure.
- *Possibly, when your project changes the use of a structure