



CITY OF LYNDEN

RESIDENTIAL PERMITS

Building Department ♦ 300 4th Street, Lynden WA 98264 ♦ Phone# (360) 354-3446

RESIDENTIAL PERMIT - GENERAL REQUIREMENTS

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All residential construction (new buildings, additions, remodels, etc.) requires a permit and inspections. The following information should help you through the permit process.

How to apply for a permit?

Fill out a permit application provided by the Building Department and submit two copies of your building plans. An estimated plan check fee will be required at time of permit application, in the amount of \$400 for new single family residences, and an amount determined by the valuation for all other residential construction.

What information is required?

FORMS:

Building Permit Application – Fill out all applicable information. Be complete and accurate.

PLANS:

Complete, clean, and readable plans are essential. Site plans should be to scale and show all setbacks to the eaves. *See Site Plan handout.*

The following drawings will be required for most projects. Plans must be readable:

- 1) Site Plan
- 2) Foundation Plan
- 3) Floor Plan(s)
- 4) Building Cross Section(s) Detail
- 5) Elevations

Are other permits required?

If your project involves electrical work, a permit is required from the WA State Dept. of Labor & Industries. Please ask about your specific project's needs.

How long will it take?

Our goal is to have your residential permit ready in two weeks, but it varies. The best thing you can do to speed things along is to provide detailed, legible information when you first apply. Incomplete plans will cause delays. We'll call you when your permit is ready.

Do I need an architect or engineer?

Not necessarily, but buildings on steep sites or buildings of unusual size, shape, materials, walls with lots of windows, or other features may require an architect or engineer to "stamp" the plans.

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What fees can be expected?

Fees are established by ordinance, and adopted by the City Council. Typical fees may include: FCI water and sewer, water meter, fire impact, park impact, stormwater, building permit, plan check, mechanical, and plumbing. Fees will be calculated during the review process. Call 354-3446 for a fee estimate, if needed for your planning.

Will the permit expire?

Yes: A Permit Application expires if not issued within 180 days of the date of application. An Issued Permit expires if the work is not started (and an inspection done to confirm progress) within 180 days of permit issue, or if no inspections are requested for any period of 180 days. If your project is interrupted, the permit can be extended only once, if requested in writing before the permit or application expires.

What inspections should I expect?

Each project requires a different set of inspections. Typically, they might include:

- A) Footings and setbacks - after excavation is done and forms and rebar are in place, and before concrete is poured.
- B) Foundation walls – before walls are poured.
- C) Rough plumbing and mechanical and electrical - after the structure is closed-in (windows, roof, etc.) but before these systems are covered by insulation, drywall, and so on. (Electrical permits and inspections are done through the State Dept. of Labor & Industries)

D) Framing - after framing is complete and any wiring, plumbing and ductwork are installed.

E) Energy Code - Insulation, windows, sealing, and vent fans inspected at the appropriate times.

F) Final - after all work is finished, including; decks, steps, attic insulation, electrical fixtures, and appliances.

If any inspection cannot be approved, the inspector will always leave a written Correction Notice. Please make the corrections and call again to schedule a "re-inspection".

How to get an inspection?

Just call the Building Department at least 24 hours in advance if possible, at 354-3446. Have your information handy (address, permit number, etc.) Our goal is to have the inspector there the next day except in extremely unusual cases.

What if I have code questions?

The Building Official is available to answer your questions at our counter, or on the phone at 354-3446. Please ask. If the Building Official is not available, leave a message and he will call you back as soon as possible.