



## City of Asotin

[www.cityofasotin.org](http://www.cityofasotin.org)

Phone: 509-243-4411

PO Box 517

121 Cleveland Street

Asotin WA 99402

Fax: 509-243-1223

### **Mechanical Permit Application Requirements**

The following information is required to be submitted with your Mechanical Permit Application.

Your Mechanical Permit Application cannot be accepted or processed unless all of the information is provided.

#### Required Information:

1. Fill in items 1 - 9 on the application form.
2. Fill in the appropriate type, quantity, and BTU/CFM rating of the appliance installed.
3. Installers Name and License #.
4. Provide a gas piping plan if new gas piping is installed.

Permits are processed in the order they are received. Permits are normally issued within two weeks from date submitted. Please be as accurate and thorough as possible.

### **Inspections Required for Installation of Mechanical Equipment**

#### **INSTALLATION:**

Heating and cooling equipment and ducts installed, prior to concealment of equipment and/or ducts and prior to connection to a power and/or fuel source.

The Uniform Mechanical Code (UMC), section 305, prohibits the connection of any Mechanical device regulated by the UMC to a power or fuel source without approval from the Building Official.

#### **FINAL:**

Heating and cooling equipment and ducts complete and system is operational.

To request an inspection please call Bill Frye at 509-552-0085. 24 hours' notice is required. Please give name, location, type of inspection and permit number.

Approved plans and inspection card must be on site for inspection.

If you have Questions about when inspections are needed please call City of Asotin Building Inspector Bill Frye at 509-552-0085.

**City of Asotin Building Inspector**  
Waste Water Treatment Plant Operator  
Bill Frye, CCS1, WDM2  
3699 Riverside Dr  
Asotin WA 99402  
509-552-0085

**City of Asotin Building Inspector I**  
Public Works Superintendent  
Bob Portlock  
208-791-4663



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Permit# \_\_\_\_\_

## City of Asotin Building Permit Application

1. Site Location/Address: \_\_\_\_\_

2. Parcel#: \_\_\_\_\_ Block#: \_\_\_\_\_ Lot#: \_\_\_\_\_ Addition: \_\_\_\_\_

3. Owners Name, Address & Phone #: \_\_\_\_\_

4. Contractor's Name, Address & Phone#: \_\_\_\_\_

Contractor's License # \_\_\_\_\_

5. Architect/Designer Name Address & Phone#: \_\_\_\_\_

Contact Name: \_\_\_\_\_

6. Engineer Name, Address & Phone#: \_\_\_\_\_

Contact Name: \_\_\_\_\_

7. Describe Work: \_\_\_\_\_

8. Intended Use of Building: \_\_\_\_\_

9. Valuation of Work: \$ \_\_\_\_\_

(Planning)

Zone: \_\_\_\_\_ Lot Size (Actual) \_\_\_\_\_ Lot Size (Min) \_\_\_\_\_

Setbacks (Actual) Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Setbacks (Minimum) Front \_\_\_\_\_ Back \_\_\_\_\_ Rear \_\_\_\_\_

C.U.P#: \_\_\_\_\_ Conditions Attached: \_\_\_\_\_ Variance# \_\_\_\_\_

Zone Change# \_\_\_\_\_

Lot# \_\_\_\_\_ Block# \_\_\_\_\_ Additions \_\_\_\_\_ Zoning \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

### (Building Area in Square Feet)

1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Basement \_\_\_\_\_ Garage \_\_\_\_\_ Deck \_\_\_\_\_ Porch \_\_\_\_\_

Construction Type \_\_\_\_\_ Occupancy \_\_\_\_\_ Valuation \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Plan Fee \$ \_\_\_\_\_

**Asotin County  
Optional Sales Tax  
Effective April 1, 2024**

**Effective April 1, 2024**, sales and use tax within Asotin County will increase two-tenths of one percent (.002). The rate change reflects an increase for the optional sales tax.

Businesses must collect the appropriate new rate of sales tax for retail sales and services provided within Asotin County. Persons or businesses within Asotin County will be subject to the new rate of use tax on items purchased for their personal or business use if sales tax has not been paid.

The new rate of sales tax is:

<b>Location</b>	<b>Location Code</b>	<b>Local Sales Tax Rate</b>	<b>State Sales Tax Rate</b>	<b>Total Sales Tax Rate</b>
<b>Unincorp. Areas</b>	<b>0200</b>	<b>.017</b>	<b>.065</b>	<b>.082</b>
<b>Asotin (City)</b>	<b>0201</b>	<b>.017</b>	<b>.065</b>	<b>.082</b>
<b>Clarkston</b>	<b>0202</b>	<b>.019</b>	<b>.065</b>	<b>.084</b>

To determine the proper codes and rates of local sales tax you may access our Tax Rate Lookup Tool located at [dor.wa.gov/TaxRateLookup](http://dor.wa.gov/TaxRateLookup).

This notice is being sent to businesses that have reported local sales or use tax in Asotin County within the last year.

If you have questions, or if Sales Tax Collection Schedules are needed, please go to our web site at [dor.wa.gov](http://dor.wa.gov) or call the Department of Revenue at 360-705-6705.