



## 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

## Roofing Permit Application Requirements

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

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

### Required Information:

1. Fill in items **1 thru 9** on the application form that apply.
2. Installers Name and License #.
3. In Section 7 describe work please list all Materials (sizes and types) you will be using include sq. foot of roof area if more room is need please put on back of application.

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 Roofing

### INSTALLATION:

1. Please call for inspection when old roof is removed.
2. If new sheeting is required please call for inspection before covering.
3. If no tear off is required no more than 2 old layers allowed.

### FINAL:

When roofing is complete.

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.

### Permit must be on site for Inspection.

If you have Questions about when Inspections are needed please call City of Asotin Building Inspector.

**City of Asotin Building Inspector**  
Waste Water Treatment Plant Operator  
Bill Frye, CCS1, WDM2  
Asotin WA 994052  
509-552-0085

**City of Asotin Building Inspector 1**  
Public Works Superintendent  
Bob Portlock



# 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

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.