



City of Asotin

www.cityofasotin.org

Phone: 509-243-4411

PO Box 517

121 Cleveland Street

Asotin WA 99402

Fax: 509-243-1223

Application Requirements Residential/Accessory Buildings

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

Your Building 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 including Lot and Block Numbers and Addition of the property you are building on.
2. Two copies of Plot Plan showing existing and proposed Structures, Easements, Distance of Property Lines, Slopes steeper than 3 to 1 (30%), also areas of Fill Material.
3. Two sets of Building Plans drawn to Scale, including Structural calculations when required. Plans must include Foundation, Framing Sections, Floor Framing, Wall Framing, Roof Framing and Elevations of the Building. Total Size of Building in Square Feet: (Finished Living Space, Unfinished Living Space, Garages and Decks). Buildings taller than Two Stories High require the Stamp of an Architect or Engineer Licensed in the State of Washington.
4. Please remember Resale Certificate on all Custom Built Homes.

If you have Questions about when Inspections are needed please call City of Asotin Building Inspector Bob Portlock before you proceed. Inspector Hours are 8:00am - 2:00pm Mon-Fri

Approved Plans must be on Site as well as Building Permit.

City of Asotin Building Inspector
Waste Water Treatment Plant Operator
Bob Portlock
3699 Riverside Dr
Asotin WA 99402
208-791-4663

City of Asotin Building Inspector I
Public Works
Kirk Frye
208-792-7695



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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)

1st Floor _____ 2nd Floor _____ Basement _____ Garage _____ Deck _____ Porch _____

Construction Type _____ Occupancy _____ Valuation _____

Permit Fee \$ _____ Plan Fee \$ _____



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Required Inspections Stick Frame Buildings

1. **Footing:** Forms and reinforcement in place, prior to concrete placement.
2. **Foundation:** Forms and reinforcement in place, prior to concrete placement.
3. **Framing:** All framing complete exterior wall sheathing on but no siding, roof sheathing on, plumbing and electrical installed.
4. **Insulation:** Framing signed off, insulation in place before sheetrock.
5. **Sheetrock:** All sheetrock installed before taping.
6. **Final Inspection:** After all work is completed and building is ready to occupy. (Note: it is illegal to occupy without approval from the Building Official).
7. Fill in items: 1 - 9 on the application form that apply

Building Department Hours: 8:00am – 2:00pm Monday thru Friday

Inspections are available upon request please give at least 48 hours' notice to Building Department Bob Portlock at 208-791-4663. Please feel free to leave a message.

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**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:

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

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.

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 or call the Department of Revenue at 360-705-6705.