



City of Asotin

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 Bob Portlock at 208-791-4663. 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 Bob Portlock at 208-791-4663. Inspector Hours are 8:00am to 2:00pm Mon-Fri

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

City of Asotin Building Inspector I
Public Works
Kirk Frye
208-792-7695
kfrye@cityofasotin.org



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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 _____

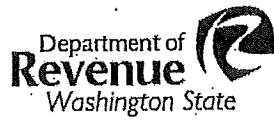
Approved By _____ Date _____

(Building Area in Square Feet)

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

Construction Type _____ Occupancy _____ Valuation _____

Permit Fee \$ _____ Plan Fee \$ _____



Local sales tax change: Asotin County Emergency Communication Tax

Effective April 1, 2026, local sales and use tax within Asotin County will increase one-tenth of one percent (.001). The tax will be used for emergency communication systems and facilities.

Businesses must collect the appropriate new rate of sales tax for retail sales and services. Persons or businesses 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.

New rate information

Location	Location code	Local sales tax rate	State sales tax rate	Total sales tax rate
Asotin County Unincorp. Areas	0200	.0180	.0650	.0830
Asotin (City)	0201	.0180	.0650	.0830
Clarkston	0202	.0200	.0650	.0850

To determine the proper codes and rates of local sales tax, use 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 to any of the above location(s) within the last two years.

Questions

If you have questions, call 360-705-6705. For more information on sales tax rate changes, visit our website at dor.wa.gov/local-sales-and-use-tax.

Accessibility and alternate formats

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.