



## 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

### **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  
[bportlock@cityofasotin.org](mailto:bportlock@cityofasotin.org)

**City of Asotin Building Inspector I**  
Public Works  
Kirk Frye  
208-792-7695  
[kfrye@cityofasotin.org](mailto:kfrye@cityofasotin.org)



# 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 \$ \_\_\_\_\_



## 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

### 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.

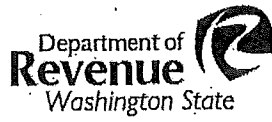
If you have Questions about when Inspections are needed please call City of Asotin Building Inspector Bob Portlock at 208-791-4663 before you proceed.

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  
[bportlock@cityofasotin.org](mailto:bportlock@cityofasotin.org)

**City of Asotin Building Inspector I**  
Public Works  
Kirk Frye  
208-792-7695  
[kfrye@cityofasotin.org](mailto:kfrye@cityofasotin.org)





## 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](http://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](http://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.