



City of Asotin

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 Plan 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



City of Asotin

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 _____

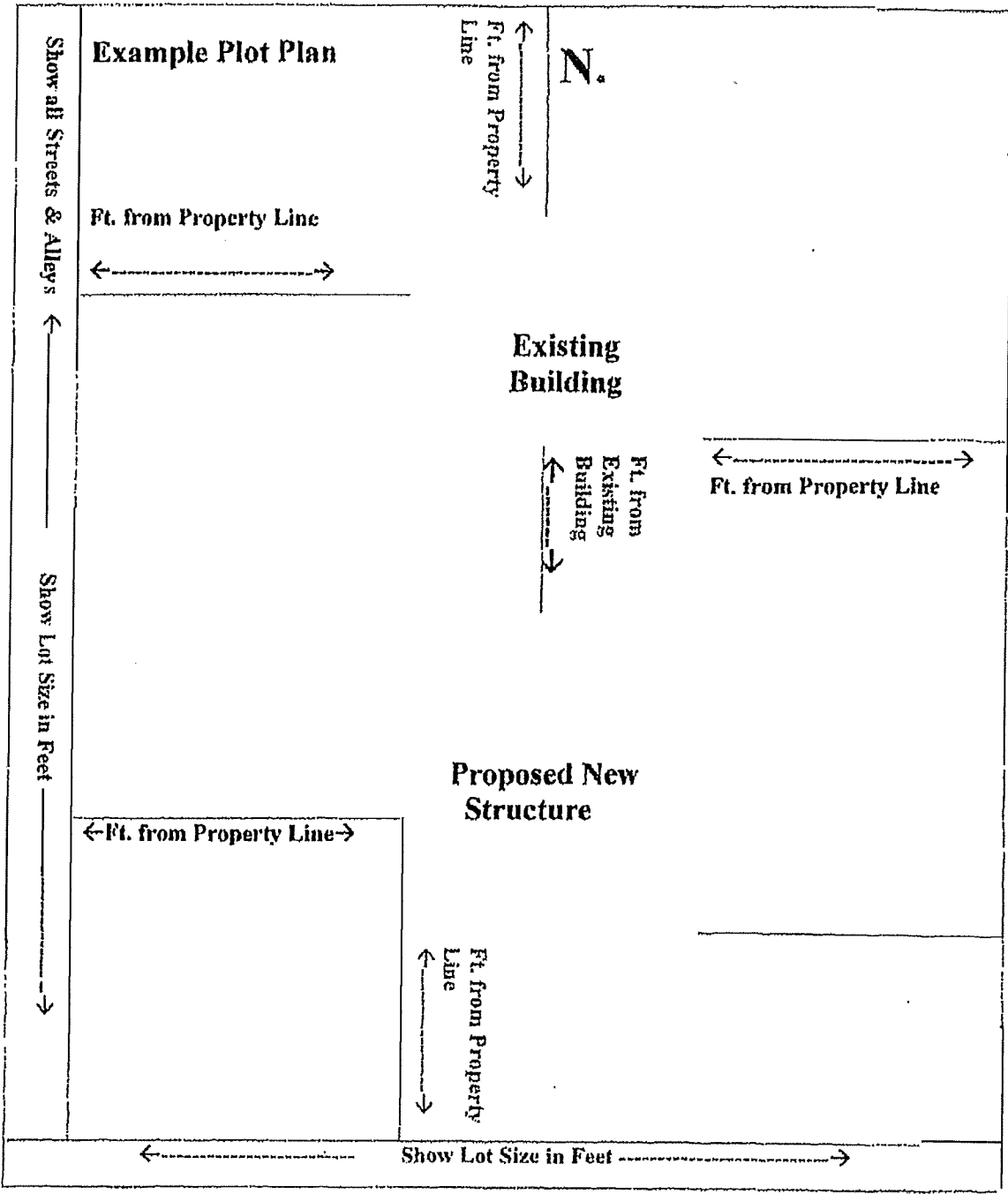
Approved By _____ Date _____

(Building Area in Square Feet)

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.