**Building Permit**

**Frequently Asked Questions and Tips**

The City of Algona has created customer tip sheets to inform the general public about the City’s land use processes, effect of codes and regulations, and commonly asked questions relating to land development and construction projects. These sheets are not intended to be complete statements or advise customers of all applicable codes and regulations.

The codes and regulations may be revised or amended, please consult City staff to confirm your understanding of requirements before beginning work. It is the applicant’s responsibility to understand all requirements and ensure the project meets the City’s applicable codes and regulations.

# What is a Building Permit?

A Building Permit is the standard permit when constructing a building or structure on a piece of land.

# How long is the Building Permit Application Process?

A Building Permit application typically takes three

(3) to four (4) months to process and approve. The length of time may vary depending proximity and impact to critical areas and the responsiveness of the applicant.

**How much does a Building Permit cost?**

The City’s fee schedule for permits is updated on an

annual basis. The fee schedule is located in Chapter

2.50 in the Algona Municipal Code (AMC).

# When is a Building Permit necessary?

A property owner or developer will need a building permit at any time that a proposed project includes erection, construction, reconstruction, alteration, repair, conversion, maintenance of any building or structure.

The following project examples would require a

permit:

* Any structural change to your home
* construct a building over 120 square ft.
* Construct a rebuild a deck or porch
* Add a rood to a deck or porch
* Re-roof a building
* Build a retaining wall
* Have fill dirt delivered
* Install a Sprinkler System

# What do I need to submit?

***All application materials must be submitted in electronic PDF format. Additional materials are potentially required depending on the nature of your application. Please contact the city to***

***confirm if additional materials are anticipated to be***

***required.***

At minimum, a complete Building Permit application includes:

* Completed Building Permit Application
* Project Description
* Construction Plans
* Contractor’s License and Insurance
* Structural Calculations
* Energy Code Compliance Forms
* Water and Sewer Availability Letter

If Applicable:

* Geotechnical Report
* Waiver and Release form
* King County Health Department Approval
* Phasing Plan
* Construction Staging Plan
* Critical Area Identification Form

# Is a pre-application meeting required?

Any person considering a Building Permit is strongly encouraged but not required to participate in a pre- application meeting with city staff before any plans are drawn. The pre-application meeting shall be

an informal review of the proposed project where recommendations can be offered by planning, engineering, building, public works, police, and fire reviewers.

# What are the applicable codes?

The applicant is responsible for demonstrating

how the project meets the following codes:

1. 2018 International Building Code and

Residential Code

1. 2018 International Mechanical Code
2. 2018 Uniform Plumbing Code
3. 2018 Nonresidential Energy Code
4. 2018 Washington State Energy Code
5. 2018 Ventilation Code
6. 2018 International Fire Code

# What is the application process?

1. Submit the Building Permit application and required materials by email to: [deanw@algonawa.gov.](mailto:juliek@algonawa.gov)
2. The City will review the application for completeness within 28 days.
3. When the application is deemed complete, the submittal materials will be circulated for administrative review.
4. After being reviewed by the separate departments, the city planner will issue their decision of approval, approval with conditions, or require revisions.