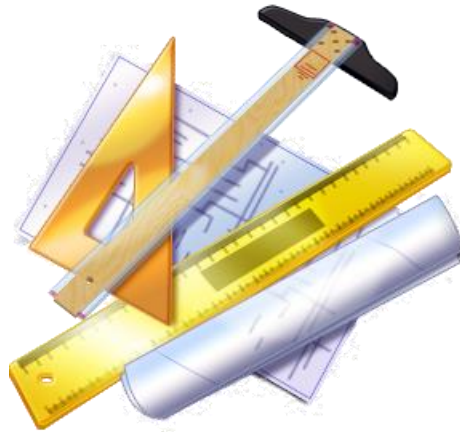


BEFORE YOU BUILD GUIDE

A GUIDE FOR HOMEBUILDERS



Permit Process Steps

The following shows the steps in the permit process. A description of each step is included in the following pages.

- Gather information
- Apply for road access permit
- Apply for septic permit
- Drinking water review
- Assemble application package
- Apply for permit/pay review fee
- Mason County departmental review of application
- Request more information or revisions to applications
- Issue permit
- Prepare your property
- Inspect construction -call for required inspections.
- Final Inspection

1. Gather Information

The first step in any project is to gather as much information as possible about your site and building plans. In most cases you can access parcel information via the Mason County web-site: <http://www.co.mason.wa.us/>

Questions for property seller

If you are purchasing land, ask the seller if the county has already done any review work on the property. Any prior approvals for sewage disposal, drinking water supply or site access may still be valid and can save you considerable time and effort in getting the approvals for your project. If you have the tax parcel number for the property, a permit center employee can check the status of prior approvals for you. If you do not know the tax parcel number, call the Mason County Assessor's Office at (360) 427-9670, extension 491.

Planning pre-site inspection

This inspection will help you determine if the site contains critical areas (slopes, creeks, streams, wetlands, shorelines) that may require natural buffers around specific habitat, etc. Once this inspection has been complete you will be able to determine how much of the lot is available to site your structure. Keep in mind that you will also need to site your septic tank and drain field on the parcel.

http://www.co.mason.wa.us/forms/Community_Dev/preinspapp.pdf

Check address

If your building site does not have an address, contact the Mason County Permit Center, Addressing Section at (360) 427-9670 extension 284 with your tax parcel number. Addressing staff will assign an address based on the driveway location. Per Mason County Title 14.28, all property requires an assigned address for 911 purposes. All private roads need to be marked and the address posted.

http://www.co.mason.wa.us/forms/Community_Dev/Address_request.pdf

Talk to local experts

You may want to talk with local builders and realtors about any known problems they may have getting permits for projects similar to yours. During the process of designing a structure, owners should carefully consider the site and ways to prevent water from accumulating in the crawl space. Prevention is always the best solution. Begin by identifying areas that may have a high water table. This can be difficult during the dry months. Talk to experienced people such as septic designers, excavation contractors, Mason County Planning & Environmental staff, as well as owners of neighboring parcels.

Determine if parcel will access county, state or private road.

A road access permit is required to access county or state maintained roads. You must have an approved access permit from Mason County Public Works prior to applying for your building permit. Public Works can be contacted at (360) 427-9670, ext. 450. State roads require permits from WA State Dept. of Transportation (360) 874-3050.

Private roads must conform to Fire Apparatus Access Road Standards. Contact the Community Development (Fire Marshal's office) at (360) 427-9670, extension 352 for more information or access Fire Apparatus Access Road Standards on the web at:

http://www.co.mason.wa.us/forms/Community_Dev/fire_access.pdf

Get sewage system plans

If your site requires an on-site sewage disposal system, you will need to contact a Washington State Certified septic designer.

http://www.co.mason.wa.us/forms/Env_Health/designers.pdf

To request a copy of your septic records (360) 427-9670 ext. 400.

http://www.co.mason.wa.us/forms/Env_Health/records_request.pdf

Drinking water review

Washington State Law requires the assurance of an adequate supply of drinking water **prior** to the issuance of a Building Permit. See water adequacy section for additional information. http://www.co.mason.wa.us/forms/Community_Dev/water_adequacy.pdf

Get building/construction plans

Find a set of building plans for your home or begin working with a design professional. The name of the contractor who will build your home and their state contractor's license number must be included on your application form.

2. Road Access

Public right of way access review

Mason County Public Works reviews and issues all proposals for new driveway access to county roads/unopened county right of way. The Washington State Department of Transportation (WSDOT) reviews and issues all proposals for new access onto state roads. Even though there may be a driveway on a vacant lot, it may not be a legal access. Confirm your access with Public Works/WSDOT prior to application. Right of way technicians will review your access proposal based on a number of site specific requirements. Some requirements may include:

Sight distance - Drivers and pedestrians entering and exiting your property must be able to see oncoming vehicles from a safe distance. This distance increases proportionately to traffic speeds.

- Intersections - Access must be constructed at a minimum distance from any intersection. Again the safe distance is determined based on traffic volumes and speed.

- Drainage - Frequently the proposed access route will cross a roadside drainage ditch. A county engineering technician will decide if a culvert is needed to maintain proper drainage and will notify you of any installation requirements. When your access proposal has been approved, the reviewer will prepare an Access Permit and mail you your approved permit. You must purchase the Access Permit before constructing the driveway AND prior to applying for your Building Permit.

Storm water treatment and erosion control review

It is against the law to direct storm-water from your site onto a neighboring property or county right of way. During construction, the county also requires measures to prevent soil erosion caused by rainfall on the exposed building site. Mason County allows several methods for handling residential storm-water. Your project site plan must include your proposal for storm-water treatment and erosion control. A "Small Parcel Stormwater Plan" is required when you apply.

http://www.co.mason.wa.us/forms/Community_Dev/small_parcel_stormwater_management_app.pdf

3. Apply for septic permit:

On Site sewage system process

The homeowner will contract with a licensed designer whose responsibility will include siting the test holes and submitting the Onsite Sewage System Application with the design and appropriate fees.

At this time test holes should have been dug. The test holes should be at least 5 feet deep (unless the water table or restrictive layer are shallower), with a 2 feet wide ramp to allow access to the test hole. Holes must be flagged from the road to the holes.

Once the permit and design are submitted to the county, the on site staff will visit the site and inspect the test holes. After a review of the test holes (soils), the staff will walk the site for any concerns regarding the regulations for a new system. This review will incorporate any rules on behalf of the county that may influence the septic system approval (i.e. wetland, steep slopes or shoreline). At this time the staff will return to the office to review the design. After the design review the staff will either approve or deny the proposal.

- If the design needs corrections the designer will be notified. It is then the designer's responsibility to make corrections and contact the owner regarding anything they may need to address.
- If the design is approved, a copy of the approved design is mailed out to the owner and the designer.

Building permits can not be signed off by Mason County Public Health until the septic design has been approved. After design approval, installation may proceed. The Mason County Certified Installers list can be obtained http://www.co.mason.wa.us/forms/Env_Health/installers.pdf or by calling 360.427.9670 ext. 400. Installation fee must be paid prior to installation. The installer is required to call for final inspection and submit an installation as built at that time. After the installation is approved the staff will send a copy of the approved as built to the installer, designer and homeowner. In addition to the as built, the homeowner will receive a Septic System User's Manual.

If your building site is served by a public sewer system: To meet sewage disposal requirements, provide a sign sewer adequacy form, showing that you have paid the necessary connection fee's for sanitary sewer.

4. Drinking water review

If you are proposing a single family or two-party water source for your new home, you will need to complete an application for Determination of Water Adequacy form (located in our office as well as the website). If you are proposing connection to an water source serving more that two homes (public water system), obtain the signature from the water provider confirming assignment of a service connection prior to applying for your Building Permit.

When completing your application for water adequacy you will need the following:

- If your well supplies or will supply one residence only, you will need a well report (log) and satisfactory water sample results dated within the previous 12 months. If you are unable to obtain a well report (log) you will need to hire a well driller to complete a capacity test. (See water adequacy form for details)
- If your water source will be from a shared well (two party), the source must be approved as a two party. For information regarding two party wells, contact Mason County Public Health 360.427.9670 ext. 400.
- If you are connecting to a Group B (2-14 connection) or Group A (15 & up) water system, you will need to have your Water Adequacy Form completed, **and signed by the water system manager.**

Environmental Health Review

The Environmental Health staff will review your proposal to ensure that the approved septic design plot plan matches the site plan submitted with the building permit. The staff will also confirm that the water adequacy has been met.

5. Assemble Application Package

Complete and accurate applications helps Mason County Permit Center rapidly and accurately review your project. Below are the application requirements for a building permit:

Requirements for Building Permit:

(Building site has on-site sewage (septic) system approval or is served by a sewer.)

• Road Access Permit approval from Mason County Public Works, when parcel is located on a county maintained road. New development of vacant land or change of use, from residential to commercial, requires a road access permit.

- Site address
- Building permit application
- Plumbing/Mechanical permit application
- Site plan (one copy).
- Water Adequacy Application
- Building construction drawings (three sets)
- Engineering calculations (two sets), if required,
- Washington State Energy Code Form.
- Geotechnical Reports (three sets), if required.
- Small parcel drainage plan.
- Wetland Delineation (one set), if required.

If you have any questions about the application requirements for your project, please contact the Permit Assistance Center.

6. Apply for Permit/Pay Review Fee

When your application package is ready, bring it to the Permit Center located at 615 W Alder Street, Shelton, WA 98584. Mailing address is: 615 W Alder Street, Shelton, WA 98584. You will be required to write a check payable to Mason County Treasurer to cover the non-refundable review fee(s) for your building permit submittal.

When you enter the Permit Assistance Center, please sign in at the service counter. A permit technician will be assigned to take your application. The permit tech will review your application package with you and check that it includes all the required information and documents for permit submittal. Your application will be entered into our permit tracking system, a case number will be assigned, and review fees will be collected.

7. Review Completed Application Planning, Building and Environmental Health Department will review submittal documents simultaneously.

Zoning review

Your site plan will be reviewed to make sure that it meets all zoning requirements. Your

building site must be in a zone that allows the proposed residential structure. The site plan also must meet building setback requirements that specify the distance of the proposed home from the property lines. An information sheet with details about these requirements is available at the Permit Center.

Critical area review

Critical areas include shorelines, flood plains, streams, wetlands, important wildlife habitat areas and landslide hazard areas (such as steep slopes and marine bluffs). If the initial review of your application shows a critical area on your property, you will be notified at submittal that additional information may be required by the planner prior to approval of your building permit. Please be sure to have your structure location flagged so the planner can determine whether a buffer zone is required between the critical area and the proposed structure. You will be notified if your property includes a critical area and if a buffer is required.

Clearing property before a critical area review is at your own risk. Any critical area violation may be subject to enforcement action and triple permit fees.

Building plan review

A certified plans examiner at the Mason County Permit Center will review your site plan, construction drawings, specifications and other information related to your project for compliance with the building codes in effect at the time of submittal. Additional code-related information may be attached to your approved plans for easy reference during construction. If you have any questions about specific code requirements and design criteria for residential construction, please call (360) 427-9670 extension 352.

Environmental Health Review

An environmental health specialist will review your plans to ensure that the approved septic design plot plan matches the site plan submitted with the building permit. The specialist will also confirm that water adequacy has been met for the site prior to approving their portion of your building permit.

Fire Marshal/Warden Review

If you live on a private road, or your proposed structure is located more than 150 feet away from a county maintained road, a representative from the Fire Marshal office may visit your site to ensure that fire apparatus can effectively access your structure in the event of an emergency. Mason County Title 14.17

8. Request More Information or Revisions to Application

Sometimes your application may lack information. The reviewer will contact you or your designated agent with a list of information to be added or revised. If you have questions about the reviewer's request, please contact the reviewer directly. He or she will include a contact telephone number and address in any correspondence.

9. Issue / Approval

When all departments have reviewed and approved your proposal, they will forward comments to the Permit Technician. The Permit Technician will notify you by phone OR mail with remaining review and permit fees.

When picking up your approved permit you will be required to pay the balance due. Once your fees have been receipted, your permit will be issued and various conditions will be printed. When you have reviewed these conditions and initialed/signed your permit card will be printed. When you leave the permit office you will have a bright colored inspection card, and your red stamped construction plans, approved, site construction plans. All building permits are valid for a period of 180 days from the last inspection. You must have an inspection at least once every 180 days to keep your permit active and in force.

10. Prepare your property

Clearing/Grubbing/Grading:

Grading, as defined in Mason County Code, Title 14.44 (Excavation and Grading) requires a land modification permit if it involves more than 200 cubic yards of material and has not been specifically exempted by Title 14.44. Depending on specific site conditions a Mason Environmental Permit may be required prior to commencing with any grading. All grading, even that which is exempt from permitting must comply with standards set forth in Title 14.44. Pursuant to Title & 14.48 (Storm water Management) any land disturbing activity, which is regulated activity, may occur only after Mason County Public Works approves a storm water site plan. When activity exceeds 500 cubic yards, the State Environmental Policy Act (SEPA) will be required at permit submittal.

Burn Permits

Burn permits are required for any land clearing on parcel's that **ARE NOT** located within Allyn, Shelton, Belfair UGA's. Information on Burn permits is available at 360.427.9670 extension 352

Cutting:

You might not need a Forest Practices Application (FPA) if:

- You are clearing less than 5,000 board feet for personal use or your total contiguous land ownership is less than 2 acres. Tree removal within a tree length and a half of existing structures is also exempt from the FPA requirement. However, you may need other permits if the tree cutting is to occur within, or adjacent to, lands regulated by the Mason County Resource Lands and Critical Areas Ordinance. A Class IV General Forest Practices Permit is needed if:

If your total contiguous ownership is two or more acres and you are selling the timber (any amount) or cutting more than 5,000 board feet even if it is not being sold.

Remember waterfront, wetlands, streams, steep slopes, Oregon white oak trees, and high ground water hazard areas have additional regulations. **Do not** clear, grub, or cut trees in these areas until you check with Mason County Planning Department.

11. Inspect/Construction

Final Access Inspection

When your driveway is installed, call Mason County Public Works at (360) 4279670, extension 450 for a final inspection. This inspection should be done before construction begins. The Mason County Building Department is required to make on-site inspections at specific points during the construction of your home. **To request an inspection, please call our Building Inspection Request Line at (360) 427-7262, fax your request to (360) 427-7798, you may use our online request at: http://www.co.mason.wa.us/community_dev/bld_inspection.php. Before requesting a foundation inspection, all property lines must be clearly marked. Be sure to post your address so the inspector can easily locate your site.**

The following information explains the required construction inspections and when to request them. Approved building/construction plans and approved site plan must be on-site for all required inspections.

Footing and Setback Inspection

Excavation for footings should be complete, and all required reinforcing steel should be in place. Be sure to mark property lines and, if required geo specifications are met.

Foundation Wall Inspection

Request this inspection after all forms and required reinforcement, (when wall height exceeds 2 feet, unless specified by the engineer) foundation vents and access openings are properly installed, but before concrete placement.

Concrete Slab Inspection

Request this inspection after all in-slab building service equipment, conduit, piping accessories and other ancillary equipment are in place, but before concrete placement. Please note: This inspection is required only if any of the above are in/or under-slab.

Slab Insulation Inspection

Inspection required.

Shear Wall Nailing Inspection

Shear wall inspections may be required. Mason County will specify on building plans either by the plans examiner or by the engineer of record.

Electrical Inspection

All electrical wiring and hardware must be approved for cover and service by the Washington State Department of Labor and Industries Electrical Inspection Division. You should request this inspection by calling (360) 902-5242 in Olympia or (360) 415-4060 in Bremerton. Your Electrical Inspection must be approved before requesting a Framing Inspection.

Framing/Plumbing/Mechanical Inspection

This inspection is requested once the roof, all framing, fire blocking, windows, chimneys, exterior siding and wall bracing are in place; plumbing, mechanical are installed, electrical is approved for cover and energy code caulking and sealing are done. All drain, waste, vent and water supply piping must be installed with water or air pressure test. Mechanical equipment and ducting, including bath fans, and range hood, LP tanks, gas piping, and wood stove chimneys shall be installed. Gas lines shall have all pressure

Interior Gas Piping - LPG Tank

Request this inspection if you have installed a propane tank. This inspection may be approved during the Framing/Plumbing/Mechanical Inspection.

Insulation Inspection

Request this inspection after all concealed areas (walls, cathedral ceilings, etc.) are insulated, but before covering with gypsum wall board. Accessible attics and under-floor areas will be inspected during the Final Inspection.

Gypsum Board Inspection

Request this inspection if you have IBP's (interior braced wall panels) OR a fire separation. All gypsum board must be in place, but before plastering is done or gypsum board joints and fasteners are taped and finished.

Final Electrical Inspection

After all electrical trim and appliances are installed; call the Washington State Department of Labor and Industries at (360) 902-5242 for a Final Electrical Inspection.

Final Inspection

Request this inspection after final grade is done, the septic as-built drawing is approved, and the home is ready for occupancy. Make sure that the address is posted and is clearly legible from the road.

13. Final Approval

When all required inspections have been completed and approved, you will receive a sign off on your green inspection card. The green inspection card, once final inspection has been approved this card becomes your Certificate of Occupancy. Your new home is now ready for occupancy. Once your home has been certified to occupy please keep your red stamped/approved site plans, your Certificate of Occupancy (green card), and other permit and site construction documents in a safe place for future reference. If you decide to remodel or build an addition onto your home, these documents will serve as a record of what was constructed on your site and as a useful reference for your designer or builder.

Information and Inspection Numbers

Mason County Website- www.co.mason.wa.us

Mason County phone numbers: (360) 427-9670
From Belfair (360) 275-4467
From Elma (360) 482-5269

Tax parcel number information: Assessor's Office (360) 427-9670, extension 491

On-site sewage (septic) system design and drinking water information:
Environmental Health (360) 427-9670, extension 400

Noxious weed information: Noxious Weed Control (360) 427-9670, extension 396

Property and permit application information: Permit Assistance Center (360) 427-9670, extension 352

Road access permits (Mason County), (360) 427-9670, extension 450

Burn Permit/Land Clearing Fire information: Mason County Fire Marshal (360) 427-9670, extension 352

County water and sewer utility information:

- Utilities and Wastewater (360) 427-9670, extension 566
- Building Inspections 24 hour line: (360) 427-7262 or (360) 427-9670 ext 352 8:00 AM-5:00 PM

Online requests: http://www.co.mason.wa.us/community_dev/bld_inspection.php

Final On-site Sewage (Septic) System Inspections (360) 427-9670, extension 400

Washington State

Department of Labor and Industries:

Contractor Registration Verification: (360) 902-5226

Electrical Inspections: (360) 902-5242.

Factory Assembled Housing Structures Inspections (360) 902-5221.

Residential Energy Code Assistance: (800) 235-TA4U - Provides technical assistance for builders on the Washington State Energy Code.

Washington State Department of Transportation:

Access Permit Information: (360) 705-7251.

Washington State Department of Natural Resources:

Right of Way Access Information: (360) 802-7039.

Other

Mason County Master Builders Referral Service (800) 456-6473 Free service that puts you in touch with licensed bonded contractors to discuss new home construction and remodeling.

Utilities Underground Location Center; can be reached at (800) 424-5555 this is a free service, sponsored by utility companies to find out if there are any underground utility lines where you are planning to dig.