PO Box 1200
Connell, WA 99326

City of Connell

EASTERN WASHINGTON'S HARVESTLAND

Phone: (509) 234-2701
Fax: (509) 234-4140

Building Permit Instruction Sheet

****The following information is required to obtain a building permit****

If all of the information is not provided an application will not be considered complete, this will extend the time required to obtain a building permit.

1. **A COMPLETED APPLICATION WITH TWO SETS OF DETAILED PLANS TO SCALE:** Foundation and floor plans, elevation view (all sides), sectional view, roof and floor frame (other framing schedules as needed), window and door schedules, plus the U-value and other pertinent information as needed.
2. **SITE PLAN (SHOWING THE ENTIRE PARCEL):** Indicate ***ALL*** property line and easements (utility, road, flowage, flood plains, drainage etc.) with distance to structure. Show location and distance between all existing structures and their distance from property line. Indicates all slopes exceeding 5%. Also specify compass directions.
3. **ACCESS/APPROACH:** All plans must indicate the location of the street access and driveway approach. All accesses and approaches must be in accordance with the Connell Municipal Code and the Public Works Standard Specifications and Standards Plan.
4. **WATER AND SEWER PERMITS.** A completed application must include completed versions of the following forms:
   - One Application for Water Meter
   - One Application for Sewer Connection
   - One Water/Sewer/Sanitation Application

All plans submitted for a building will be subject to review. Please allow for 2 weeks or more for review depending on size and type of project. Plans may be destroyed 180 days after project completion unless obtained by contractor/owner.

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Building Permit Application

☐ NEW COMMERCIAL BUILDING ☐ NEW RESIDENTIAL BUILDING ☐ ADDITION

☐ ALTERATION/REMODEL ☐ ACESSORY BUILDING/STORAGE SHED ☐ DECK

☐ OTHER (PLEASE DESCRIBE) _____

Property Address _____ $ _____ Valuation of Work (Commercial Buildings only) _____ Parcel Number

Description of Work _____ Legal Description (Lot No., Block No.) _____

Zoning:_____ Occupancy:_____ Flood Zone: Yes ☐ No ☐

Property Owner _____ Mailing Address _____ Phone Number _____

Applicant Name _____ Mailing Address _____ Phone Number _____

Contractor Name _____ Mailing Address _____ Phone Number _____

Contractor St. Lic. No. _____ Connell Business Lic. No. _____ Engineer/Architect/Designer _____

After reviewing your plans, the building/planning department may have questions or require additional information please indicate your preferred person and method of contact:
Name of contact if different from applicant: _____
☐ Telephone: _____
☐ E-mail:_____
☐ Mailing Address:_____

****THE FOLLOWING TABLE MUST BE COMPLETED****
IF NOTAPPLICABLE MARK N/A

Height to Peak:	**Dimensions:**	**Number of Stories:**	**Total Habitable Space:**
Main Floor SQ FT:	**Upper Floor SQ FT:**	**Unfinished Basement SQ FT:**	**Finished Basement SQ FT:**
Garage SQ FT:	**Deck/Covered Patio SQ FT:**	**Impervious Surface Area:**	**30% Slopes on Property**
Number of Bedrooms:	**Construction Type:**	**Heat Source:**	**Sewer or Septic:**

City of Connell

EASTERN WASHINGTON'S HARVESTLAND

Notice: Separate permits are required for Electrical.

This application becomes null and void if after 180 days.

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of Laws & Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel provisions of any other state or local law regulating construction or the performance of construction.

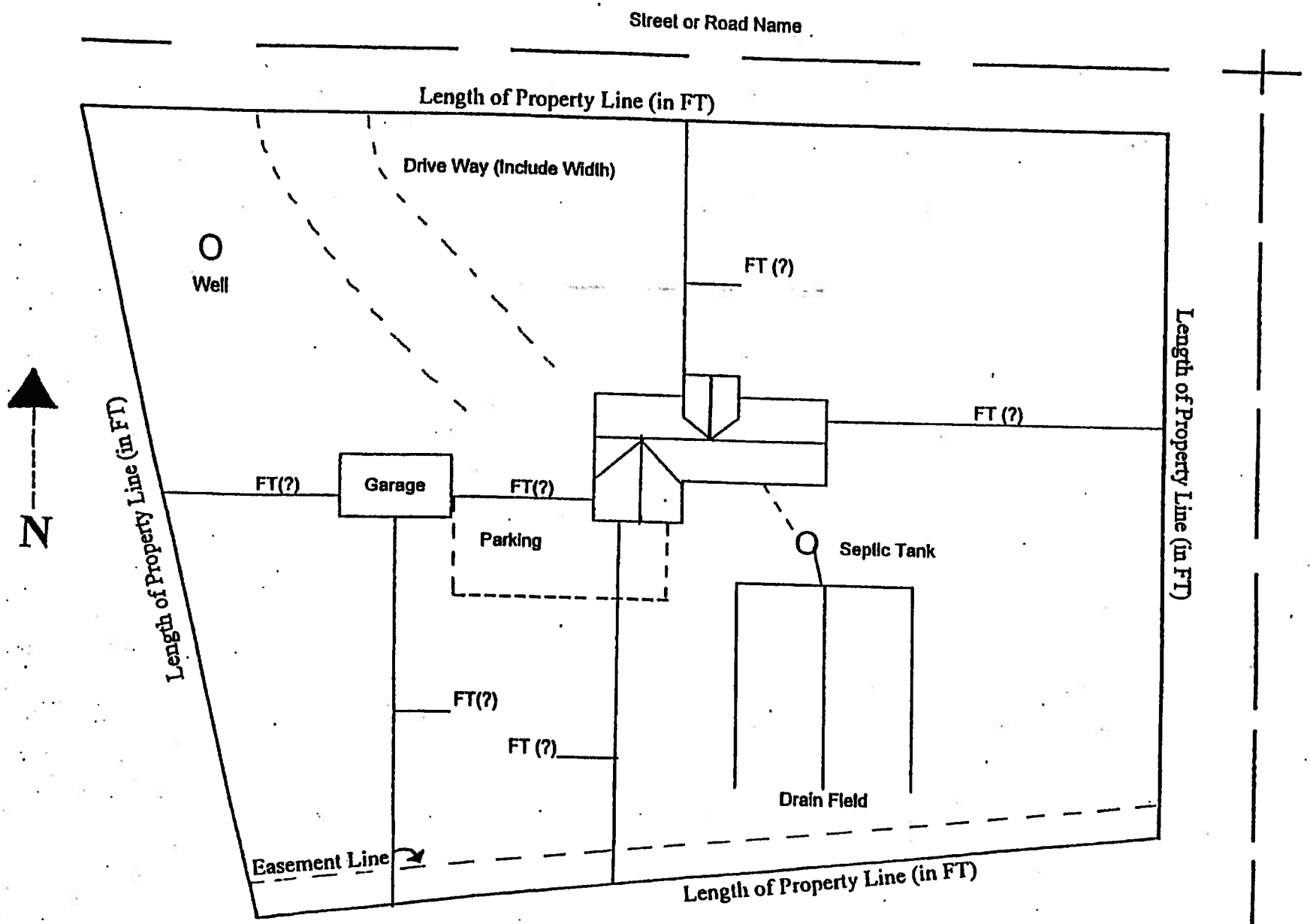
Permit Fee	$_____
Building Code	$_____
Comm. Improvement	$_____
Plan Review	$_____
Total	$_____

_____

Applicant Signature Date

Example Only of a Plot Plat. Not to Scale

Legal Description
Lot Number
Short Plat Number and Parcel Number



NOTE: ALL EASEMENTS MUST BE SHOWN AND IDENTIFIED

SITE PLAN

It is VERY IMPORTANT that you follow ALL of the instructions on the COVER SHEET under SITE PLAN when you are making your drawings. PLEASE use a COLORED PENCIL OR PEN that will contrast with the color of the grid on this page.

SITE ADDRESS: **INDICATE SCALE: each unit = feet.**

City of Connell
Application for Water Meter

Street Address	Date Applied: Installation Date:
Legal Description (Lot No., Block No., Tract)	Name & Phone Number of Contact Person
Legal Owner	Owner's Mailing Address & Phone Number
Desired size of meter 3/4" only unless larger authorized by Director of Public Works or City Engineer	Type of Construction (Commercial, Residential, etc.)

Comments: _____

_____

AGREEMENT

I, the owner of the above property, situated and being within the City of Connell, in Franklin County, Washington, hereby agree and promise to abide by all Connell Municipal Code provisions relating to the purchase and the installation of Water Meters and water usage.

I hereby authorize the said Director of Public Works to procure a standard make of Water Meter, the kind and size and quality deemed advisable by said Director of Public Works, and I hereby agree to pay for the installation at the time of water application. I, the applicant, will pay all excess charges for labor and materials over and above the standard charge for unusual or costly installation. If excess installation charges are not paid as mentioned, the Director of Public Works can remove said water meter or meters and disconnect the water service to said described premises until the said meter installation charges are paid for, and all water charges due or delinquent. It is understood that said Water Meter or Meters shall become a part of city property, and shall remain the ownership of the city and shall not be removed without permission of the city. It is agreed that the City or its designee shall at all times have access in and to said premises, or where said meter is installed, for the purpose of inspecting the same, and getting the number of gallons of water used by the undersigned or his, her, or its tenants or agents, and also for the purpose of having said meter repaired. The owner/authorized agent shall not turn meter on, off or tamper with said meter. The owner shall be responsible for any damages which may be necessitated by the owner or his agents.

The Director of Public Works of said City for all purposes pertaining to said meter shall be deemed an Agent of the Owner of said premises.

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of Laws & Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel provisions of any other state or local law regulating construction or the performance of construction.

_____

Signature Owner/Authorized Agent Date

_____

City Employee Date

Meter Fee	$ _____
Installation Charge	$ _____
System Participation Fee	$ _____
Taxes/Other	$ _____
TOTAL	$ _____
RECEIPT #	_____

City of Connell
Application for Sewer Connection

Street Address	**Date Applied:** **Installation Date:**
Legal Description (Lot No., Block No., Tract)	**Name & Phone Number of Contact Person**
Legal Owner	**Owner's Mailing Address & Phone Number**
Comments:	**Type of Construction (Commercial, Residential, etc.)**

Agreement

I, the owner of the above property, situated and being within the City of Connell, in Franklin County, Washington, hereby agree and promise to abide by all Connell Municipal Code provisions relating to the installation of Sewer Connections.

Connell Municipal Code (CMC) 13.20.100 Connection permit required.
No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer without first obtaining a written permit from the city clerk. No unauthorized person shall open, alter or disturb the streets or alleys of the city for the purpose of making connection with the public sewer system, without first obtaining a written permit therefore from the city clerk. (Ord. 305 § 401, 1971).

It is understood that said Sewer Connection shall become a part of city property, and shall remain the ownership of the city and shall not be removed without permission of the city. It is agreed that the City or its designee shall at all times have access in and to said premises, or where said sewer connection is installed, for the purpose of inspecting the same, and also for the purpose of having said sewer connection repaired. The owner/authorized agent shall not tamper with an approved sewer connection. The owner shall be responsible for any damages which may be necessitated by the owner or his agents. The Director of Public Works of said City for all purposes pertaining to said sewer connection shall be deemed an Agent of the Owner of said premises.

I HEREBY CERTIFY that I have read and examined this application and know the same to be true and correct. All provisions of Laws & Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel provisions of any other state or local law regulating construction or the performance of construction.

FEE WORKSHEET:

Applicable late comer fees, as per CMC 13.24:	$_____	
Inspection Fee, as per CMC 13.20.120:	$ **50.00**	*343 90 00 02*
Impact Connection Charge, as per CMC 13.20.213 (3) (a)(b):	$_____	*343 50 03 00*

_____
Owner/ Authorized Agent Signature Date

_____
City Employee Date

TOTAL FEES	$_____
Received by:	_____
Receipt No./Date:	_____

CITY OF CONNELL
WATER/SEWER/SANITATION
APPLICATION

OWNER/OCCUPANT:_____DATE:_____

DRIVERS LICENSE, GOVERNMENT ISSUE ID _____ Date service requested :_____

STREET ADDRESS:_____MAILING ADDRESS:_____

RES. PHONE NUMBER:_____ALTERNATE PHONE NUMBER:_____

EMPLOYERS NAME:_____EMPLOYER WORK NUMBER:_____

SPOUSE NAME:_____WORK NUMBER:_____

SIGNATURE:_____

CONTACT INFORMATION:

Contact person with whom we can discuss your account information:

Name:_____Phone_____
Relationship:_____

In compliance with Federal Law under the Fair Accurate Credit Transactions Act (FACTA) and the City of Connell Identity Theft Prevention Program, customers are required to provide a valid government issued photo identification (Driver's License, ID or Passport) at the time of this application

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The following information is required by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in anyway. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity: _____ Hispanic or Latino _____ Not Hispanic or Latino
Race: _____American Indian/Alaskan Native
_____Asian
_____Black or African American
_____White
Sex: _____Male
_____Female

BILLING DEPARTMENT

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Administrator, USDA, Rural Development, Washington, D.C. 20250-0700.

FOR INTERNAL USE: Verified Picture ID (issued by _____)
City of Connell Employee Initials/Date _____/_____

DATE CONNECTED:_____**ACCT NO:**_____

STOP NO:_____METER NO:_____WATER ON READING:_____

WATER CODE:_____SEWER CODE:_____SANITATION CODE:_____