



Residential Building Permit

B-1

This intake checklist identifies minimum application materials necessary for Cowlitz County to accept a residential building permit application. Should any of the following minimum items not be provided, the application generally cannot be accepted.

Applicant: Check-off each box under the Applicant heading on this checklist to indicate items are included in your submittal. If a checklist item appears on multiple sheets choose a sheet that best depicts the item. A Permit Technician will check-off each box when the item is confirmed in the submittal package.

Fees: *Plan review fees are due at submittal. Any additional fees are due at permit issuance.*

Provide at submittal: Please submit your permitting documents using your online account portal.

- Completed Permit Packet**
- One (1) set of construction plans (Min. sheet size 11x17) - Including the following**
 - Building exterior elevations
 - Foundation plan & associated details as required
 - Floor plan of each floor and basement
 - Roof Plan
 - Proposed uses in the building with floor areas calculated for each use
 - Beam, Header, girders, columns, and post sizes
 - Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces and appliances
 - Direction, size, and spacing of all floor and ceiling framing members
 - Floor and wall assemblies
 - Building section showing details of footings through roof
 - Stairways and handrails (if multi-level)
 - Guardrail and rails
- One (1) copy of structural calculations sealed by engineer (if applicable)**
- One (1) copy of floor and roof truss placement plans and construction drawings**
- One (1) copy of WA State Energy Code Compliance form (www.energy.wsu.edu/code/)**
- One (1) copy of soils report from a licensed Geo-technical engineer if geological hazard areas or steep slopes are present on area to be altered (if applicable)**

Building Data:

Square footage breakdown for this project:

Living area	_____	No. of Stories	_____
Deck/Covered Porch	_____	Building Height	_____
Garage	_____	No. of Bedrooms	_____
Carport	_____	Structure Use	_____
Unfinished Area	_____		

COWLITZ COUNTY

DEPARTMENT OF BUILDING AND PLANNING

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

What is the purpose of submitting plans for review?

The purpose of plan review is to assure that your plans are complete and comply with the required state and local standards. A plan review should provide you with a reasonable assurance that you will be able to construct a safe and sound structure as outlined on your approved plans.

What code references does Cowlitz County Use?

Cowlitz County Code 16.05, International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), International Fire Code (IFC) and the Washington State Energy Code.

What documents will I need to submit when I apply for my building permit?

1. **A completed Project Information Form.**
2. **Foundation Plan** - including the following information – Refer to IRC Chapter 4:
 - a. Dimensions of the footing and the foundation wall.
 - b. Details of the reinforcement in the footing and the foundation wall.
 - c. The dimensions and location of all footings supporting point loads.
 - d. Anchor bolts and embeds.
 - e. The location and dimensions for all crawl space access.
 - f. Details of the ventilation for under-floor spaces.
 - g. Foundation walls over four feet in height must show a method of attachment to the floor diaphragm. A handout containing the code requirements is available at the Building Department counter.
 - h. Foundation walls greater than 8 ft. high which serve as retaining walls shall be designed by a registered design professional (engineer or architect) licensed in the state of Washington. All documentation and each page of the plan set shall be sealed by the designer.
 - i. Site or landscape retaining walls, over four feet in height or supporting a surcharge, shall be designed by a registered engineer licensed in the state of Washington. All documentation shall be sealed by the designer.
3. **Floor Framing Plan** – including the following information – Refer to IRC Chapter 5:
 - a. Specify material, dimension, and location of joists, beams and rim boards.
 - b. If you are using manufactured material such as TJI, or BCI, etc. the product installation plans and specifications shall be prepared by an individual certified by the manufacturer to create such designs.
 - c. Open web trusses. Shop drawing of each truss with identifying label and reactions noted, and a layout plan which identifies the location of each truss as labeled. Each truss drawing shall be sealed by the registered engineer licensed in the state of Washington.
 - d. For manufactured floor systems, minimum 1 -1/4 inch thick LSL or LVL rim board is required unless justified otherwise by the engineer.
4. **Wall Bracing Plan** – including the following information:
 - a. The location of braced wall lines and identified methods of brace wall assemblies. Refer to IRC Chapter 6 for prescriptive bracing requirements. If your building does not meet the prescriptive bracing requirements of the code, the wall bracing system shall be designed in accordance with accepted engineering practice and prepared by a registered design professional (engineer or architect) licensed in the state of Washington. All documentation and each page of the plan set shall be sealed by the designer.

5. **Roof-framing plan** - including the following information – Refer to IRC Chapter 8:
 - a. The location and size of all rafters and beams.
 - b. The ventilation details for all attic and rafter areas.
 - c. For installation of manufactured trusses; shop drawing of each truss with identifying label and reactions noted, and a layout plan which identifies the location of each truss as labeled. Each truss drawing shall be sealed by the registered engineer licensed in the state of Washington. Refer to IRC Section R802.10 for complete requirements.

6. **Floor Plan** - including the following information:
 - a. Show the location of walls, doors, windows, stairs and built-in elements. Label all rooms in accordance with intended use. Include dimensions as necessary to demonstrate compliance with code.
 - b. The location of all source-specific ventilation fans and their cfm ratings. Refer to IRC Chapter 15
 - c. The location, type and energy source for all mechanical equipment (furnaces, heat pumps, etc.).
 - d. The location, type and energy source for water heater(s).
 - e. The location of all plumbing fixtures.
 - f. The size and material specifications for all columns.
 - g. The size and material specifications for all beams and headers.
 - h. The details of the required fire separation between the dwelling and attached garage.
 - i. The details for the protection of mechanical equipment located in garages.
 - j. The locations of all smoke detectors and carbon monoxide alarms. Refer to IRC Sections R314 and 315.
 - k. The location, dimensions and operations of emergency egress openings. Refer to IRC Section 311
 - l. The location of safety glazing. Refer to IRC Sect R308.
 - m. The location and dimensions of the attic access.
 - n. The location, type and auxiliary fuel source for fireplaces and fireplace appliances.

7. **Exterior Elevation Views** – Provide elevations of all exterior sides of the building, relationship to grade, and exterior materials of assembly.

8. **Interior Elevations Views** – As necessary to describe interior elevations of ceilings, floors, openings, and interior materials of assembly.

9. **Cross sections** - including the following information:
 - a. The size and type of all materials to be used.
 - b. The rise, run and headroom clearance of stairways. Refer to IRC Section R311.
 - c. The height, location and cross-sectional dimension of all handrails. Refer to IRC Section R311.
 - d. The height of all guardrails and the spacing of the intermediate rails used in guardrails. Refer to IRC Section R312.
 - e. Details for masonry fireplaces including the size, type and spacing of all materials to be used. Refer to IRC Chapter 10.

10. **Energy Calculations** -
 - a. Provide the completed Washington State Energy Code Plan Sheet, Prescriptive Work Sheet, Heating System Sizing Worksheet (or Manual J calculations) and Window Glazing Schedule. For forms and tables please visit: [Washington State Energy Code](#)

11. **Grading Plan** - Follow the instructions on the attached grading supplemental.

12. **Site Plan** - Follow the instructions on the attached site plan.

13. **An assessor's parcel map**

14. **Water and Sewer Availability** -
 - a. Documentation of an approved water supply. Approval from the Cowlitz County Health Dept.: Environmental Health Division (EHU) or WA State Dept. of Health will be required for private water supplies. Record of available connection to an existing water system by the Cowlitz County Health Dept. or WA State Dept. of Health. For public water supplies a letter of availability will be required from the water purveyor.
 - b. Soils Test or Sewer Approval. If a septic system is the proposed sewage disposal method, you need a soils evaluation for the site detailing the soils and the type and location of the proposed system. If you plan to connect to a public sewage system, a letter of availability from the purveyor is needed. A permit for an on-site sewage disposal system (OSS) issued by the Cowlitz County EHU or WA State Dept. of Health. Record of available connection to an existing OSS approved by EHU or WA State Dept. of Health

***Separate permits and plans will be required for the following:**

- Fire code permits - such as fire protection systems and LPG storage tanks.
- Accessory structures.
- Demolition of structures.

***One set will be required of all building plans, engineering and associated calculations.**

***All plans are to be drawn to scale**

***On the first page of the plans provide the address of the building site, the name and address of the owner and the name and address of the person preparing the plans.**

***This is a general guideline for submittals. More information may be required after the review process.**



Department of Building & Planning

207 N Fourth Avenue
Kelso, WA 98626
TEL (360) 577-3052
FAX (360) 414-5550
www.co.cowlitz.wa.us/buildplan

Acknowledgement Form for Sewage Disposal and Water Availability

I, the undersigned, do hereby consent and agree that the Department of Cowlitz County Building and Planning will not grant permit issuance until water and/or sewage system(s) are verified; Certificate of Occupancy will not be granted until on-site septic system has received final approval per policy 120.28.

Effective May 1, 2021 policy number 120.28:

To ensure compliance with the Washington State Building Code for structures that require potable water or sewage disposal, no building permit necessitating potable water or sewage disposal shall be issued; or manufactured home placement permit shall be granted final occupancy until the Health Department has certified that the applicant has provided satisfactory proof of sewage disposal and an adequate water supply is available for the intended use of the structure.

Determinations of adequate water supply issued by the Health Department shall be in the form of a Water Availability Certificate or Verification of a Public Water Supply.

Determination of adequate sewage disposal approved by the Health Department shall be in the form of an on-site septic permit, connection verification approval or Verification of Public sewage Disposal

Other forms of potable water supply and sewage disposal may be accepted by the Building Official, provided that determination(s) has been issued by the Health Department.

Any building, including manufactured homes served by a new or repaired septic system shall not be approved for occupancy or receive final inspection until the septic system serving the building has received final approval.

I also understand that Department of Cowlitz County Building and Planning is not responsible for any expense or liability incurred as a result of my inability to develop or acquire final approval of a potable water source and/or sewage disposal system from the Environmental Health Unit.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement. Please check all that apply to your project.

- Water Availability Source: _____ (i.e. well, public water, non-public water)
 Sewage Disposal Source: _____ (i.e. sewer or septic)

Owner Name (Print) _____

Owner Name (Sign) _____ Date _____

Project Address _____

Phone Number _____



Fire Flow Acknowledgement

2020

Project Address: _____

Total Fire Area of Structure(s) _____ Sq. Ft.

Note: This includes combined living area, unfinished space, garage space and/or carport areas. Porches/Decks do not need to be included in the total fire area. If proposed structures are within 20 feet of other structures they are considered one fire area and you will need to include the total sq.ft. of all structures.

TABLE B105.1(1) - REQUIRED FIRE FLOW FOR ONE-AND TWO-FAMILY DWELLINGS, GROUP R-3 AND TOWNHOUSES

	FIRE-FLOW CALCULATION AREA (square feet)	Automatic Sprinkler System (Design Standard)	Minimum Fire –Flow (gallons per minute)	Flow Duration (hours)
	0-3,600	No Automatic Sprinkler System	1,000	1
	3,601 and greater	No Automatic Sprinkler System	See Table B105.1(2)	See Table B105.1(2)
	0-3,600	Section 903.3.1.3 of the IFC	500	1/2
	3,601	Section 903.3.1.3 of the IFC	1/2 value in Table B105.1(2)	1

EXCERPT FROM TABLE B105.1(2) REQUIRED FIRE FLOW FOR ONE-AND TWO-FAMILY DWELLINGS, GROUP R-3 AND TOWNHOUSES. REFERENCE TABLE FOR TYPE V-B CONSTRUCTION

	TYPE V-B	FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
	0-3,600	1,500	2
	3,601-4,800	1,750	
	4,801-6,200	2,000	
	6,201-7,700	2,250	
	7,701-9,400	2,500	
	9,401-11,300	2,750	
	11,301-13,400	3,000	3

Automatic Fire Sprinkler System YES NO (If yes, reduce Fire-Flow GPM by 1/2)

Fire-Flow Required: _____ GPM

Please select from the following options listed in the table on page 2. Each option selected is a credit/reduction towards the GPM required for your particular project.

 Available Source of Water Supply (Used as first priority in providing protection to a building or structure. Can be used in conjunction with both County Code and Wildland Urban Interface Code)	 Cowlitz County Code (Used when adequate water supply does not meet min. gallon/min necessary for fire flow AND property is located within fire district)	 Wildland Urban Interface Code (Used when adequate water supply does not meet min. gallon/min necessary for fire flow AND within Wildland Urban Interface)
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TABLE B105.1(3)

		Method	Credit/ Reduction
	1	Availability or extension of an existing public water system capable of supplying at least 100 GPM for 30 minutes . (Hydrant location must be shown on site plan.)	Quantity Actually Supplied _____ GPM
	2	In areas within Fire District but without adequate and reliable water supply, provision of NFPA 1142 dry hydrant	100% credit up to 2,750 gallon per minute
	3	Lot greater than 1 acre with minimum 20 ft setbacks provided to all property lines and from structure(s). This shall not be used in combinations with methods provided from the International Wildland-Urban Interface Code (IWUIC) (Options 5, 6, or 7).	500 gallon per min. fire flow credit
	4	Within a Fire District and within 5 road miles of a staffed fire station and access provide pursuant Sec 503 or Sec 403 of the International Wildland-Urban Interface Code. Distance _____ Station Address _____	500 gallon per min. fire flow credit
	5	Provision of Defensible Space per Wildland-Urban Interface Code. Distance provided is dependent on area classification (low, moderate, high)	500 gallon per min. fire flow credit
	6	Provision of additional Defensible Space per next higher level Wildland– Urban Interface area classification (IWUIC).	250 gallon per min. fire flow credit
	7	Provision of additional Defensible Space per next higher level Wildland– Urban Interface area classification (IWUIC).	250 gallon per min. fire flow credit
	8	Access per Section 403 Wildland-Urban Interface Code (IWUIC).	250 gallon per min. fire flow credit
	9	Provision of Spark Arrestors, where required per Section 605 of the Wildland-Urban Interface Code (IWUIC)..	250 gallon per min. fire flow credit
		Choice of one of the following methods of Ignition-Resistant Construction:	
	10	Class 3 Ignition-Resistant Construction per Sec. 506 Wildland-Urban Interface Code	500 gallon per min. fire flow credit
	11	Class 2 Ignition-Resistant Construction per Sec. 505 Wildland-Urban Interface Code	750 gallon per min. fire flow credit
	12	Class 1 Ignition-Resistant Construction per Sec. 504 Wildland-Urban Interface Code	1000 gallon per min. fire flow credit

I understand that all materials used must be as required by manufacturers listing, the Cowlitz County Building Code; as designed by a qualified designer; and as approved by the Fire Marshal. Any deviation from the approved plans may result in the suspension of any Building and/or Fire Code permit issued for the project until such time as the project can be brought into compliance with the code.

Applicant Name (Print): _____

Applicant Name (Signature): _____ Date: _____

Owner Name (Print): _____

Owner Name (Signature): _____ Date: _____

Fire Flow Credits Explanation

1	Availability or extension of an existing public water system capable of supplying at least 100 gpm for 30 minutes – Public Fire Hydrant	Quantity actually supplied
2	NFPA 1142 Dry Hydrant – Needs to be designed by an Engineer. Must be within fire district.	100% credit up to 2,750 gpm
3	Lot greater than one acre with minimum 20' setbacks provided to all property lines from structure(s)	500 gpm
4	Within Fire District and within 5 road miles of manned fire station	500 gpm
5	<p>Provision of Defensible Space - Identify wildland-urban interface area classification for subject site based on adopted County mapping. Call 360-577-3052 x6669 for assistance in determining your property's classification. Create and maintain defensible space as specified for the subject area classification:</p> <ul style="list-style-type: none"> • Low to Moderate = 30' • High = 50' • Extreme = 100' <p>In all classifications: Maintain specified distance around structure(s) free and clear of fire fuels. No trees within 10' of structure or overhead electrical facilities. Trees need to be limbed up 6' minimum from ground. Tree crowns 10' apart. Deadwood and litter regularly removed. Record covenant at time of permit, and submit annual certification of maintenance.</p>	500 gpm
6	Provision of Defensible Space – CREDIT – Create and maintain defensible space at the next higher level wildland-urban interface classification than that of the subject site.	250 gpm
7	Provision of Defensible Space – DOUBLE CREDIT – Create and maintain defensible space at the second next higher level wildland-urban interface classification than that of the subject site.	250 gpm
8	<p>Access per Section 403 Wildland-Urban Interface Code –</p> <p><u>Address Markers:</u> Permanently placed at driveway entrance and visible from both directions.</p> <p><u>Bridges:</u> Vehicle load limits posted on both entrances to bridge. Bridge must be accepted by County Code Official.</p> <p><u>Restricted Access:</u> Where access is secured, key box must be provided for emergencies.</p> <p><u>Driveways:</u> Limited to serving up to two dwelling units. Minimum 12' unobstructed width and 13'6" unobstructed height. If greater than 150' in length, provide turnarounds with inside turning radii not less than 28' and outside turning radii not less than 50'. If less than 20' in width and greater than 200' in length, provide 10' wide x 30' long all-weather surface turnouts.</p> <p><u>Roadways:</u> All-weather surface with minimum 20' width and 13'6" unobstructed height. Inside turning radii not less than 28' and outside turning radii not less than 50'. Turnarounds provided per code official. Grade not to exceed 15%. If over 12% must be paved. Road name identification signs provided and maintained. Fire protection equipment, such as hydrants, clearly marked.</p>	250 gpm
9	Spark Arrestor per Section 605 of the Wildland-Urban Interface Code – any chimney serving fireplace, barbecue, incinerator or decorative heating appliance using solid or liquid fuel will have a spark arrestor on it.	250 gpm

	IGNITION RESISTANT CONSTRUCTION – CHOOSE ONE	
10	Class 3 Ignition Resistant Construction – impacts design and construction of: Roof Covering (Class C) and Valley Flashing (metal), Underfloor Enclosure, and Gutters and Downspouts See Section 506 of the Wildland Urban Interface Code	500 gpm
11	Class 2 Ignition Resistant Construction – impacts design and construction of: Roof Covering (Class B) and Valley Flashing (metal), Protection of Eaves, Gutters and Downspouts, Exterior Walls, Underfloor Enclosure, Appendages and Projections, Exterior Glazing, Exterior Doors, Vents, and Detached Accessory Structures See Section 505 of the Wildland Urban Interface Code	750 gpm
12	Class 1 Ignition Resistant Construction – impacts design and construction of: Roof Covering (Class A) and Valley Flashing (metal), Protection of Eaves, Gutters and Downspouts, Exterior Walls, Underfloor Enclosure, Appendages and Projections, Exterior Glazing, Exterior Doors, Vents, and Detached Accessory Structures See Section 504 of the Wildland Urban Interface Code	1000 gpm



Building Site Plan Checklist

Please use this checklist while drawing your site plan

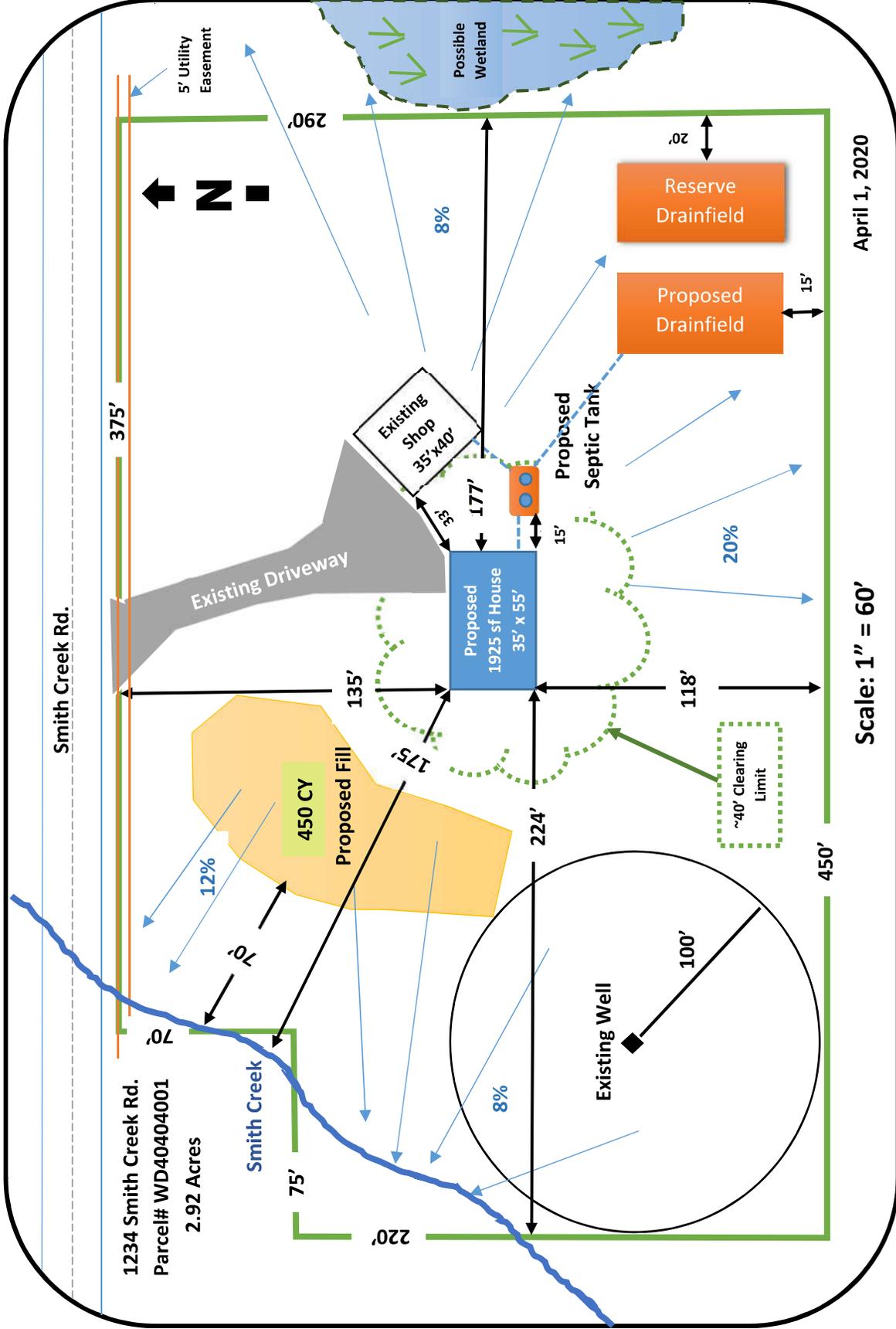
- Draw to Scale
- Show north arrow
- Show date drawn
- Show address, or parcel number if not yet addressed
- Show all existing parcel lines, lot shape and lot dimensions
- Show centerline of fronting road easement
- Show locations and dimensions of existing and proposed structures
- Show dimensions of clearing limits around structures
- Show location of existing and proposed water wells with wellhead protection area
- Show existing and proposed septic tanks, transfer lines, drainfield and reserve area
- Show distance from all structures to property lines
- Show proposed driveway/ access location
- Show existing easements (utility, road, drainage, septic, etc.)
- Show location of any proposed fill or excavation associated with the proposal
- Use arrows to show the direction of downslopes with approximate slope percentage

*Site plan paper sizes accepted: 8.5x11, 8.5x14, and 11x17 (No **photographs** or background images)*

See Reverse Side for Example Site Plan



Example Site Plan





GRADING WORKSHEET

B-4

This grading worksheet identifies minimum information necessary for Cowlitz County to accept a Fill and Grade or Building Permit application. Should any of the following minimum items not be provided, the application generally cannot be accepted.

Applicant: Complete each section of the worksheet. A permit technician will review the grading information with you at the time of application submittal. It may be helpful to review the information sheet **Calculating Slope**, prior to completing this grading worksheet.

Information on existing slope: (for 50' beyond area to be graded)

What is the slope of the existing site East to West? _____

What is the slope of the existing property North to South? _____

Information on Cuts:

What is the deepest cut you will be making on the property? _____
(This includes cut for foundation or post holes.)

Will the finished cut be sloped soil or have a retaining wall? _____
(cut slopes over 50% require engineering)

How close will your cut slope be to a property line? _____
(Standard: height of cut / 5, 25' if height is 5' high or more)

What is the total cubic yards of material you will cut on the property? _____

Information on Fills:

What is the deepest fill you will be making on the property? _____

What is the highest percent fill slope that will be created? _____
(fill slopes over 50% require engineering)

How close will your fill slope be to a property line? _____
(Standard: height of fill slope / 2, 25' if 5' high or more)

What is the total cubic yards of material you will be filling on the property? _____

What material will be used for fill? _____

If you have more cut material than fill material, where will the excess cut material go?



GRADING WORKSHEET

B-4

Are there any retaining walls?(Other than building foundation walls) Yes No

If yes, please answer the following:

What is the maximum height of any retaining wall to be used? _____
(Retaining walls are measured from the bottom of the footing to the top of the wall)

Will any retaining walls have a surcharge on the top of the wall? _____
(A surcharge is any additional weight: roads, buildings, sloped soil, etc)

Information on buildings:

How close will your proposed building be to a descending (down) slope? _____
(Standard: height or slope / 3, 40' maximum)

Retaining wall? _____

What is the height of that slope or retaining wall? _____

How close will your building be to an ascending (up) slope ? _____
(Standard: height of slope / 2, 15' maximum)

Retaining wall? _____

What is the height of that slope or retaining wall? _____



CALCULATING SLOPE

B-4

The slope of property is used when applying code requirements. It will also help you determine foundation wall heights, fill and grade quantities and other information for your property. Slope is defined in several ways (*degrees, rise/run, and percent*). Accurately determining the slope of your property is key to getting the proper information on any requirements that may or may not apply to your project.

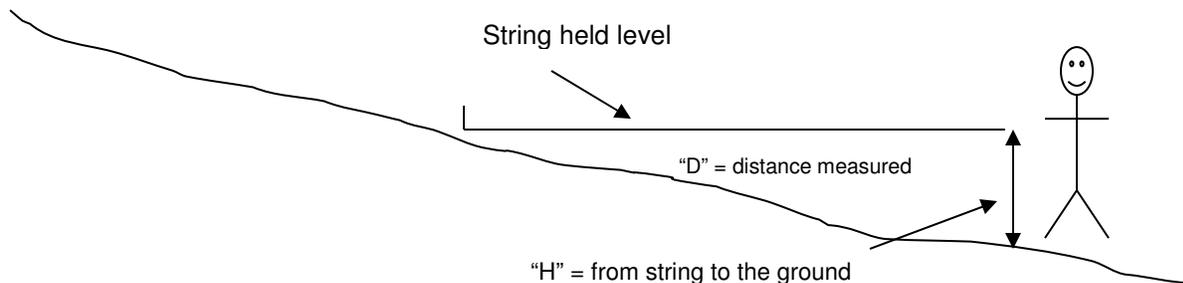
How to calculate the slope on your property.

First gather the items you will need:

- A tape measure: at least 50' if possible.
- Some string, stakes and a hammer.
- A string level
- A helper.

Measuring Slope.

- Find the uphill spot where any development will occur on the property.
- Drive a stake in the ground to mark this spot, and measure down hill, across the slope 50' to 100'.
- Place a second stake at that location.
- Tie the string to the first stake and stretch it to the second stake.
- Have your helper place the string level on the string somewhere near the center.
- You will need to tighten and raise the string until the string is level.
- While holding the string in that position, have your helper measure the distance between the string and the ground at the location of your second stake.



Calculating Slope.

Convert your dimensions (*H and D*) to the same dimension (*inches or feet*).

Calculate the slope using the following formula: $\frac{\text{"H"}}{\text{"D"}} \times 100 = \text{slope in percent.}$

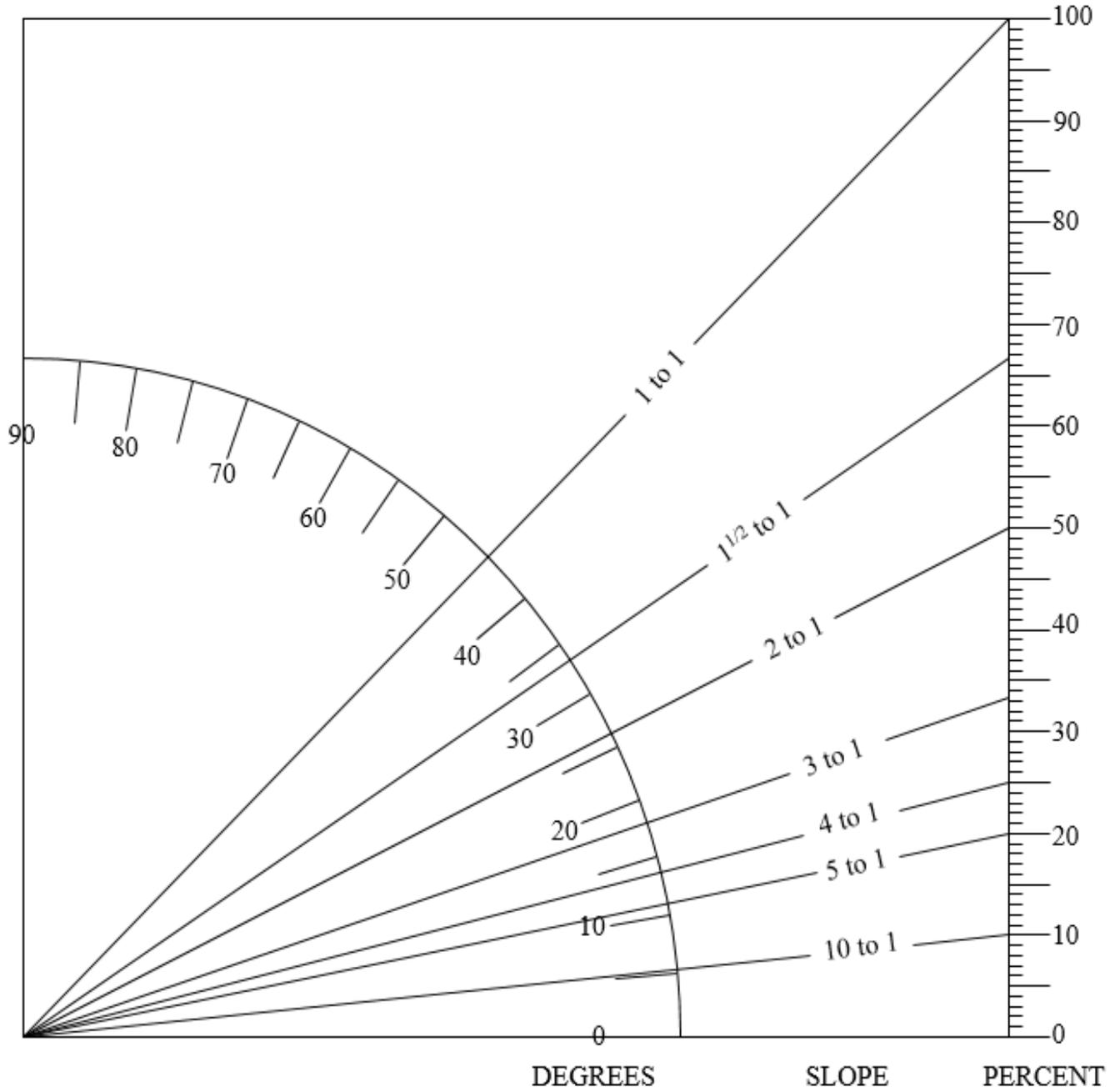
Use the chart on the back of this form to convert your calculated slope into degrees or rise / run.



CALCULATING SLOPE

B-4

GRADE COMPARISON CHART

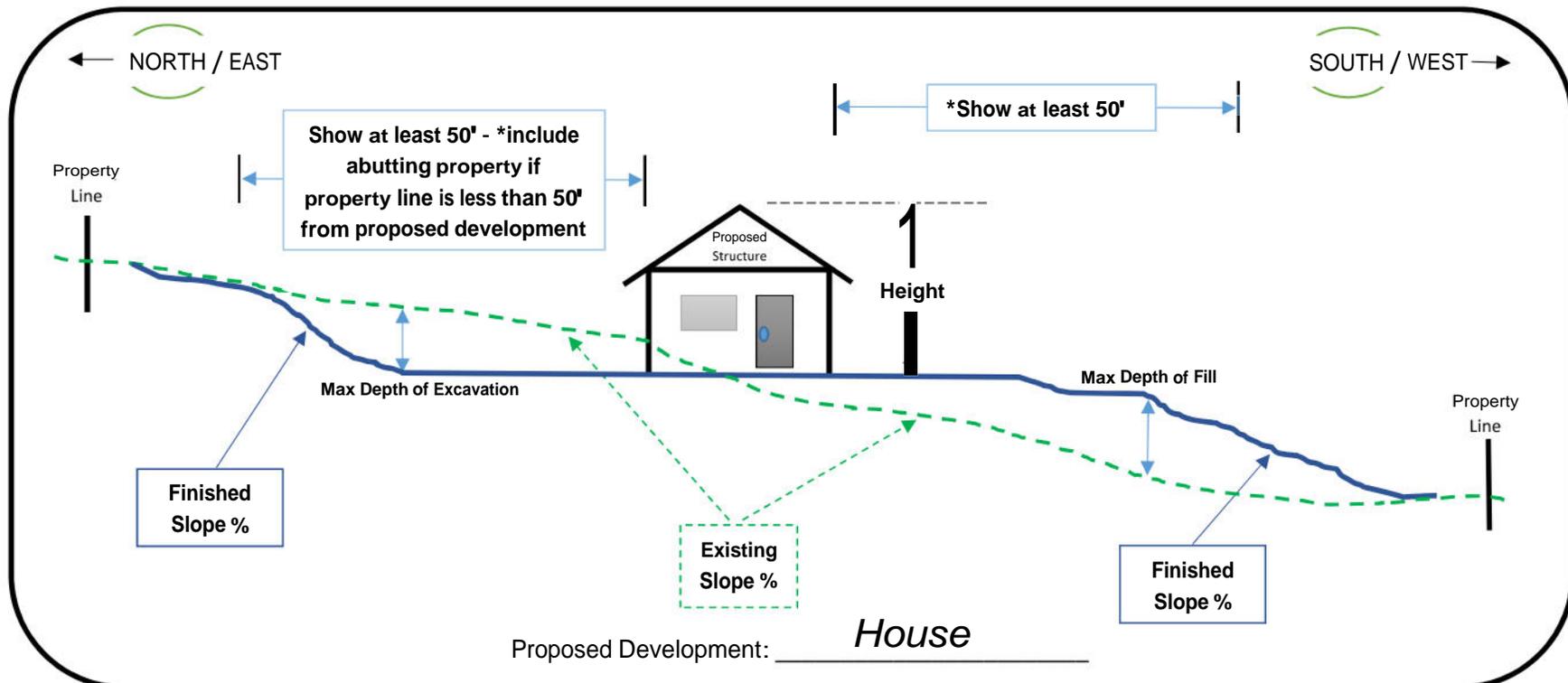


Building Cross-Section Requirements

On separate sheets of paper, using the diagram below as a guideline, please draw a cross-section from North to South and from East to West through a proposed structures and/or excavation and fill areas. This means you should prepare two cross-sections for each proposed building and/or excavation and fill area. The idea is to illustrate the existing conditions on and abutting the parcel, and what will be happening topographically within 50' in all directions of your proposed development(s). Please show:

- All slopes (existing and finished) and label them with % of slope
- Distance from structures and/or excavation and fill areas to slopes
- Distance from structures and/or excavation and fill areas to property lines
- Height of building
- Maximum depth of all excavations
- Maximum depth of all fills

EXAMPLE



For your convenience, drawing panes are provided on the following page

← NORTH

SOUTH →

Proposed Development: _____

← EAST

WEST →

Proposed Development: _____



DEPARTMENT OF BUILDING AND PLANNING

207 Fourth Avenue North
Kelso, WA 98626
TEL (360) 577-3052
FAX (360) 414-5550

www.co.cowlitz.wa.us/buildplan

Acknowledgement Form for Road Approaches/Right-of-Way

I, the undersigned, understand that I need to contact Cowlitz County Public Works to discuss the possibility of needing a Road Approach or Right-of-Way permit. The Application for Approach/Access to County Road Form must be turned into Public Works, **NOT** Building & Planning.

I understand that this process needs to be completed prior to laying any foundations. Failure to do so could lead to costly repairs and/or delays in your project.

I also understand that the Department of Cowlitz County Building & Planning is not responsible for any expense or liability incurred as a result of my ability to apply for this/these permit(s) through Public Works.

I represent that I am at least 18 years old, have read and understand the foregoing statement, and am competent to execute this agreement. Please sign below and return [this document only](#) to **Building & Planning** through your Portal.

Applicant Name (Sign) _____

Applicant Name (Print) _____ **Date** _____

Project Address: _____

Cowlitz County Department of Public Works

1600 – 13th Ave. S, Kelso, WA. 98626

Phone (360) 577-3030 - Fax (360) 636-0845

Email: publicworks@co.cowlitz.wa.us

Internet: www.co.cowlitz.wa.us



APPLICATION FOR APPROACH/ACCESS TO COUNTY ROAD

I. Property Owner/Applicant Information

Name: _____ Phone: _____

Mailing Address: _____ Email: _____

City: _____ State: _____ Zip: _____

II. Location

Site Address: _____

III. Project Description (driveway, extension, multi-family, etc.) _____

IV. Number of lots served: _____ Residential Commercial Logging

V. Permittee Signature *(The undersigned has read, understands and accepts the terms and conditions set forth herein)*

Name: _____ Signature: _____ Date: _____
(Please Print)

DO NOT WRITE BELOW THIS LINE – See Instructions on Reverse Side

VI. Permit Conditions *(Permittee shall comply with each of the following conditions)*

VII. Agency Approval *(The undersigned is authorized by the County Engineer to issue this permit)*

Name: _____ Signature: _____ Date: _____

APPLICATION INSTRUCTIONS:

The applicant shall complete sections I through IV. Under Section III, the applicant should include information on the type of access being installed (residential, multi-family, commercial). Do not write below the designated line under section IV. If additional space or drawings are needed, please attach a separate sheet.

PERMIT PROVISIONS

R.C.W. 36.55.060. Any person constructing or operating any utility on or along a county road shall be liable to the county for all necessary expense incurred in restoring the county road to a suitable condition for travel.

No exclusive franchise or privilege shall be granted.

The facilities of the holder of any such franchise shall be removed at the expense of the holder thereof, to some other location on such county road in the event it is to be constructed, altered, or improved or becomes a primary state highway and such removal is reasonably necessary for the construction, alteration, or improvement thereof.

R.C.W. 36.75.130. No person, firm or corporation shall be permitted to build or construct any approach to any county road without first obtaining permission therefor from the Board of County Commissioners of said county.

GENERAL PROVISIONS APPLICABLE TO ALL PERMITS

In accepting this permit, the petitioner, his successors and assigns, agree to protect Cowlitz County, Washington, and save it harmless from all claims, actions or damages of every kind and description which may accrue to or be suffered by any person, or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of rights of way or public place or public structure and in case of any suit or action is brought against said county for damages arising out of or by reason of any of the above causes, the petitioner, his successors or assigns will upon notice to him or them of commencement of such action, defend the same at his or their own sole cost and expense and will satisfy any judgment after the said suit or action shall have finally been determined if adverse to the said county.

If the work done under this permit interferes in any way with the drainage of the county road, the grantee shall wholly and at his own expense make such provision as the county may direct to take care of said drainage.

On completion of said work herein contemplated, all rubbish and debris shall be immediately removed and the roadway and roadside shall be left neat and presentable and satisfactory to the county.

The party or parties to whom this permit is issued shall maintain at his or their sole expense, the structure or object for which this permit is granted in a condition satisfactory to Cowlitz County, Washington.

During the progress of the work such barriers shall be erected and maintained as may be necessary or as may be directed for the protection of the traveling public; the barriers shall be properly lighted at night.

The County Commissioners may revoke, annul, change, amend, amplify, or terminate this permit or any of the conditions herein enumerated if grantee fails to comply with any or all of its provisions, requirements or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given or if the utility herein granted is not installed or operated and maintained in conformity herewith or at all or for any cause or reason whatsoever.