



# Residential Building Acknowledgement Form

**Before a Residential Building Permit can be issued for new construction, additions or remodels, your project file must complete 4 separate review processes:**

- 1. Land Development Review and Approval**
- 2. Grading Review and Approval**
- 3. Plan Review and Approval for construction**
- 4. Administrative Review of records and fees for permit issuance**

**The following forms, if applicable to this construction project, are also required before a permit can be issued:**

1. Land Development Review and Approval. Call 503-846-8761 for questions or to see if Land Use Approval is required
2. Washington County Grading Permit issued. Call 503-846-6733 for questions or to see if a grading permit is required.
3. For all structure, additions, or remodels where you are going outside the existing structure or adding an additional bedroom, even if you are not adding any plumbing.
  - Property is in Clean Water Services District – A connection permit, erosion control letter, or a services provider letter from Clean Water Services (503-681-3600)
  - Property is on Septic – A septic permit or approval from Health and Human Services (503-846-8722)
4. Your Trade Permits (These can be deferred\*)
  - Washington County Plumbing application filled out with scope of work, contractor's information and signed. If the homeowner is doing their own work, write "Homeowner" in the contractor section and sign the application under authorized signature.
  - Washington County Mechanical application filled out with scope of work, contractor's information and signed. If the homeowner is doing their own work, write "Homeowner" in the contractor section and sign the application under authorized signature.
  - Washington County Electrical application filled out with scope of work, contractor's information and signed by the licensed supervising electrical contractor. If the homeowner is doing their own work, write "Homeowner" in the contractor section and sign under homeowner installation.

\*All deferred applications must be received **before** inspections are called for or you may be subject to additional fees for working without a permit.

**I, we, acknowledge that our permit will not be ready for pick up until we are contacted by the *Building Services Staff*.**

**I, we, acknowledge that these items are required before our Residential Building Permit can be issued.**

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Signature

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Date

01/28/2024