



City of Toledo

130 North 2nd Street • PO Box 236 Toledo Washington 98591

Phone: 360.864.4564 • Email: cityoftoledo@toledotel.com

Residential Building Permit Application

Checklist for a Residential Building Permit Application:

The following must be included with your application.

- Completed Application: *incomplete applications will not be accepted.*
- Permission to Enter (PTE) Form
- Lewis County Assessor's Map (current): www.lewiscountywa.gov
- Site Plan (current) must include the following:
 - Indicate North Arrow
 - Property dimensions and boundary lines
 - Proposed structure dimensions and setbacks (front, side, and rear – marked in feet)
 - Type of structure
 - Existing structure(s) with paved and graveled surfaces (patios, etc.)
 - Driveway location
 - Street(s) or alley's (if applicable)
 - Major feature(s) of property (ravines, seasonal creeks, wetlands, etc.)
 - Existing well or system location
- One (1) Set of Electronic Plans (complete) OR Two Sets of Hard Copy Plans (complete)
 - ALL plans must include an engineer's stamp.
- New Construction Utility Service Application: *hookup fees must be paid at the time permit is issued*
 - Note: **call for inspection before back-filling ditch for water and/or sewer lines is required**
- Side Sewer Permit Application
- Signed & Dated* Energy Code Compliance Certification
- Cross Connection Compliance
- SEPA Checklist: *if applicable*
- A site inspection must be completed prior to the start of construction.**

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at City Hall (fee applies).



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Required Inspections for a Residential Building Permit:

Applicant must call for the following inspections.

- Post Holes:**
 - After all holes are dug and concrete placed in bottom hole
- Setbacks:**
 - ALL construction must meet setback requirements from property lines.
- Footing:**
 - After forms are set, rebar is in place and prior to pouring.
- Foundation:**
 - *Concrete Walls:* after forms are set and braced, rebar is in place and prior to pouring.
 - *CMU Walls:* after completion of mortaring all blocks in place and prior to setting any plates. All bond beams or other reinforced cells to be inspected before grouting.
- Under slab:**
 - After all plumbing groundwork installed and tested with all copper and ABS wrapped or sleeved if in contact with concrete; moisture barrier installed, and any required slab insulation installed.
- Note:** The Building Official may require the removal of any foundation work done or concealed without the required inspection
- Fireplace/Chimney:**
 - At top of firebox
- Shear Nailing:**
 - Prior to cover
- Rough Plumbing:**
 - After all ductwork installed and properly supported
- Framing:**
 - After completion of all rough framing and windows installed, masonry, plumbing mechanical, and electric rough-in is done prior to installation or sheetrock.
- Insulation:**
 - After approval of framing inspection, insulation installed, and caulking completed prior to installation of any sheetrock.
- Sheetrock:**
 - After insulation inspection approved, sheetrock installed and prior to taping and finishing.



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FINAL:

- All systems installed and building ready for occupancy.
- Note:** any structural framework, rough plumbing, or rough mechanical covered or concealed without the approval of the Building Official may be subject to removal by the owner/contractor at the request of the Building Official

In addition to the called inspections specified above, the Building Official may make, or require, any other inspections of any construction work to determine compliance with the provisions of the code.

***Inspection appointments can be made by calling Toledo City Hall @ 360.864.4564.
24-hour notice is required for all inspections.***

In order to accomplish this, advance planning by the owner and/or contractor must be done to avoid unnecessary contractor must be done to avoid unnecessary construction delays.



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MUST BE FILLED OUT COMPLETELY - INCOMPLETE APPLICATIONS WILL BE NOT BE ACCEPTED

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____

Legal Description: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

APPLICANT INFORMATION (if different than property owner)

Contractor Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

CONTACT (when permit is ready or if additional information required)

Owner Contractor

Phone #: _____

PROJECT INFORMATION

Self-Built Driver's License# _____

Contractor Name: _____ Phone #: _____

L&I License #: _____ Expiration Date : _____

Project Description : _____

attach additional sheets if needed

Valuation/Bid Price: \$ _____ # of Bedrooms: _____ # of Bathrooms: _____

Square Feet: Main: _____ Second: _____ Garage: _____ Decks/Porches: _____

Finished Basement: _____ Unfinished Basement: _____ Other: _____

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Toledo Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Toledo, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature

Date

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Minimum Requirements	Date Req'd	Initial Rec	Additional Applications	Date Req'd	Initial Rec
Completed Application			Road Approach Permit (county roads only)		
PTE Form			Fire Permit (propane tank, firework display/stands)		
Assessor's Map			Floodplain Development Permit (Class A Flood Zone)		
Site Plan			Grading Permit (50+ cf fill/grade)		
Engineer Plans (2 complete sets)			Shoreline Permit (exemption or substantial development)		
Utility Service Application			Stormwater Permit (public works)		
Side Sewer Application			Special Use Permit		
Energy Code Compliance			Administrative Approval		
Cross Connection Compliance			Variance Permit		
SEPA Checklist			Other:		
Critical Areas/Resource Lands (CARL)					
Zoning:			UGA/Form 17:		
Construction Type:			Occupancy:		

SEWER	WATER	BUILDING FEES	AMOUNT
Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Building Permit	\$
Hookup Fee: \$	Hookup Fee: \$	Mechanical Permit	\$
Additional Units: Yes <input type="checkbox"/> No <input type="checkbox"/>	Additional Units: Yes <input type="checkbox"/> No <input type="checkbox"/>	Plan Review	\$
<input type="checkbox"/> 2-4 <input type="checkbox"/> 5+ <input type="checkbox"/> Fee: \$	<input type="checkbox"/> 2-4 <input type="checkbox"/> 5+ <input type="checkbox"/> Fee: \$	Plumbing Permit	\$
Facility Imp Fee: \$	Facility Imp Fee: \$	State Building Code	\$
Date Issued:	Date Issued:	TOTAL BUILDING FEE:	\$
Permit #:	Water System ID #:	SPECIAL CONDITIONS:	
TOTAL HOOKUP FEE:	TOTAL HOOK UP FEE:		

NUMBER	PLUMBING PERMIT	NUMBER	MECHANICAL PERMIT	OTHER PERMIT FEES	AMOUNT
	FIXTURE TYPE		wood stove	SEPA & public hearing	
	water piping		heat pump _____ BTU	CARL review	
	laundry tray		Force air systems _____ BTU	fire permit	
	water closet (toilet)		air conditioning units _____ BTU	application fee	
	clothes washer		mini ductless (suspended/floor mounted)	grading permit	
	bath tub		commercial range hood	transportation fee	
	shower		commercial clothes dryer	meter fee	
	water heater		air/air heat exchanger	water deposit	
	floor drain		outlets	flood permit	
	lavatory (washbasin)		gas piping	application fee	
	sewer		gas fireplace/stove/heater	shoreline permit	
	dishwasher		zero clearance fireplace	other permit fees	
	kitchen sink & disposal		vacuum breakers	TOTAL OTHER FEES:	
	bar sink		range vent		
	urinal		fans – whole house & bath		
	slop sink		Cadet wall heaters		
	Compliance w/UPC Code		Other:		
	TOTAL PLUMBING FEE:		TOTAL MECHANICAL FEES:		

Date Received:	
Received By:	
Date Approved:	
Permit #:	
TOTAL Fees Due:	
Date Paid:	
Rct #:	

City Official Signature: _____



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Utility Service Connection Application

<p>Water Hookup Fee New Hookup Privilege <i>See Current Fee Schedule for current costs.</i></p> <p>Sewer Hookup Fee New Hookup Privilege <i>See Current Fee Schedule for current costs.</i></p>	<p><i>No person shall make any connection with the domestic water system of the City of Toledo or add to any existing connection.</i></p> <p><i>All residential units shall be separately metered unless master-metered per city ordinance.</i></p>	<p>NOTICE:</p> <p><i>*Water billing will begin at the time of meter installation.</i></p> <p><i>*Sewer billing will begin at final occupancy or six (6) months, whichever comes first.</i></p>
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SUBMIT THIS APPLICATION, CORRESPONDING PERMIT APPLICATION(S) AND HOOKUP FEE(S) BEFORE ANY WORK BEGINS ON THE PROPERTY.

OWNER/APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____

- Purpose for which water service will be used: Residential Commercial
- Number of living units within the premise to be supplied: _____
- Purpose for which sewer service will be used: Residential Commercial
- Meter installation request date: _____

I agree to abide by the rules and regulations contained in ordinances and contracts contained in the application per the Toledo Code. I agree to pay for the water and sewer applied for at the rate an in the manner specified in such contract and shall reserve to the city the right to charge and collect rates and to enforce the penalties provided for per city code, in the manner herein provided, to charge the rates by ordinance at any time per city code.

 Signature of owner/applicant

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Date Received: _____ Received By: _____ Account #: _____ <i>**check for <u>any</u> outstanding balances</i> Meter Serial #: _____ Sequence #: _____ Route #: _____ Meter Install Date: _____ Meter Read: _____ Initial: _____ Hazard Survey & Instructions to Customer: <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <thead> <tr> <th>Fees</th> <th>Date Paid</th> <th>Amount</th> <th>Receipt #</th> </tr> </thead> <tbody> <tr> <td>Water Hookup:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sewer Hookup:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Deposit:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Security Deposit:</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Notes/Comments:</td> </tr> </tbody> </table>	Fees	Date Paid	Amount	Receipt #	Water Hookup:				Sewer Hookup:				Water Deposit:				Security Deposit:				Notes/Comments:			
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Side Sewer Permit Application

Checklist for a Side Sewer Permit Application: *the following must be included with your application.*

- Completed Application:** *incomplete applications will not be accepted.*
- Site Plan**
 - o ALL plans must include installation/repair location
 - o An engineered design *may be* required
- As-Built Diagram using existing plot plan**
 - o **Must provide prior to final inspection**
- Right-of-Way Permit:** *if applicable*
- Grinder Pump Service Agreement:** *grinder pump only*
- Recorded Easement:** *grinder pump only*
- Additional permits may be required**
- Applicant must call for underground locates: 1-800-424-5555**

APPLICANT INFORMATION

Owner Tenant Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

CONTRACTOR INFORMATION

Company Name: _____ Contact Name: _____

Contractor License #: _____ Business License #: _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY INFORMATION

Existing Structure New Construction Single-Family Multi-Family Commercial

Site Address: _____ Parcel #: _____

Action: New Side Sewer Repair Side Sewer Gravity Side Sewer Grinder Pump

I/we certify to obtain a copy of the City of Toledo Side Sewer Standards and other pertinent information if an, regulating the installation of the proposed side sewer, and agree to comply fully herein that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows. I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature of owner/applicant

FOR OFFICIAL USE ONLY

Date Received: _____ Received By: _____	Grinder Pump Agreement Received: _____
Account #: _____	Additional Permits: _____
Fee Amount: _____ Rct. #: _____ Date Paid: _____	Approved By: _____
Recorded Easement Received: _____	Date Approved: _____
Site Plan Received: _____	Notes/Comments: _____
As-Build Diagram Received: _____	



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Permission to Enter Form

Date: _____ Permit #: _____

Owner/Agent: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Site Address: _____

Parcel #: _____

I understand that the City of Toledo requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. _____
2. _____
3. _____

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: NOT Required Required

If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone: _____

For Official Use ONLY

Date Received:	_____
Received By:	_____

REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

PLANNING ACTIVITIES

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publication will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material has been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

BUILDING ACTIVITIES

For applications/permits withdrawn by the owner or applicant the following shall apply:

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.