

MASON COUNTY BUILDING PERMIT REQUIREMENTS

615 W. Alder Street, Shelton, WA 98584

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Below is a list of items needed for a complete residential building permit application. Commercial projects may have additional requirements. A Pre-Application meeting for commercial projects should be scheduled to address additional requirements

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

- Building Permit Application Form.** Complete, detailed information will expedite your application. Give special attention to: directions to your site, the legal description, parcel number of your property and Contractor L&I Registration information. The building plan review fee and Planning review fees are due at the time of application. Permit balance is due at time permit is approved and issued. http://www.co.mason.wa.us/forms/Community_Dev/building_permitapp.PDF
- Environmental Health's Development Application** must be completed with your permit package. Contact Public Health for fees (ext. 400) http://www.co.mason.wa.us/forms/Env_Health/com_dev_ah_review.pdf
- Project Site Information.** A site plan drawn to scale including topography and stormwater drainage is necessary for all projects. A sample site plan is attached. http://www.co.mason.wa.us/forms/Community_Dev/site_plan.pdf
- Stormwater "small parcel worksheet".** The worksheet must be completed and signed with your application package. http://www.co.mason.wa.us/forms/Community_Dev/small_parcel_stormwater_management_app.pdf
- Plumbing/Mechanical Permit Application.** A plumbing/mechanical application is needed when projects include relocation or new fixtures. http://www.co.mason.wa.us/forms/Community_Dev/plumbing_mech_permitapp.PDF
- Building Plans.** Three (3) complete sets of plans, drawn to scale (1/4"=1'-0"), which include the following: Foundation detail, framing detail, floor plan, cross section, and elevations. NOTE: Engineering is required on all log structures, any concrete walls over 8 feet in height, rock walls that are more than 6 feet and do not meet prescriptive design, any bearing studs that exceeds 10 feet in height, and where braced wall panels do not meet current IRC. http://www.co.mason.wa.us/forms/Community_Dev/plan_review_checklist.pdf
- Manufactured Homes, Modular Homes, Park Models** – (factory assembled structures) Four copies of the floor plan for the unit are required. Submittal fees are 50% of the building permit fee plus the Planning Department site review fee. The balance of permit fees is due when the permit is issued.
- Washington State Energy Code and Ventilation & Indoor Air Quality Code Compliance Form** for heated residential projects. For information please call. http://www.co.mason.wa.us/forms/Community_Dev/wsec.pdf
- Septic System Information.** If your project requires a new septic system, you will need to have an approved septic design before your building permit can be approved to be issued. When projects involve an existing septic system, a copy of the septic records would be best with a pumper/O&M report. Environmental Health policies may have additional requirements. (ext. 400)
- Application for the Determination of Water Adequacy.** A water adequacy application is required for all residential and commercial projects. Connections to a public water systems will require the water system manager's signature. Private well (single connection) requires a well report/log and satisfactory water sample results in last 12 months. (ext.400) http://www.co.mason.wa.us/forms/Community_Dev/water_adequacy.pdf
- Development on shorelines** requires compliance with the Mason County Shoreline Master Program and the Mason County Resource Ordinance and may require a special use permit.
- Site Pre-Inspection.** When critical areas (wetland, steep slopes, creeks, etc.) are located on the parcel, or within 300 feet of the project. A pre-inspection may be necessary. http://www.co.mason.wa.us/forms/Community_Dev/preinspapp.pdf
- Address Request Form.** A site address must be assigned prior to issuance of a building permit. (ext. 281 or 284) http://www.co.mason.wa.us/forms/Community_Dev/Address_request.pdf
- Road Access Permit.** A road access application is required **PRIOR** to submitting your Building Permit. Public Works must approve the changing or adding of an access onto a county maintained road. Mason County Public Works is located at 100 W Public Works Drive, Shelton 360.427.9670 (ext. 450). Access from a state highway requires Department of Transportation approval, 360.705.7000. Dept. of Natural Resources Right of Way Access please call 1.800. 527.3305.
- The following projects require review from the Fire Marshal:** commercial projects, above ground and underground fuel tank installations, fire protection systems, spray painting processes, use, handling and storage of combustible liquids or hazardous materials, Private road accesses. http://www.co.mason.wa.us/forms/Community_Dev/fire_access.pdf
- Contact Mason County PUD 3** at 360.426.0888 or PUD 1 at 360.877.5249 (for a new or altered service connections). <http://www.masonpud3.org/customerService/applyforservice.aspx>