

CITY OF OCEAN SHORES

DEPARTMENT of PUBLIC WORKS

Building Division

GENERAL INFORMATION

THIS INFORMATION HAS BEEN COMPILED TO ASSIST CITIZENS WITH THEIR BUILDING PROJECTS IN THE INCORPORATED AREA OF OCEAN SHORES.

The purpose of establishing building codes is to provide minimum standards to safeguard life or limb, health, property and public welfare.

The permit process described in this pamphlet applies to new residential construction, and, remodeling projects. Plumbing, mechanical and electrical work also require permits.

The Ocean Shores Permit Center/Building Division is located at 710 Point Brown Avenue NE. Mailing address is P.O. Box 909, Ocean Shores, WA 98569.

When talking with City or County officials, contractors or utility personnel, be sure to give the legal description of your property. A legal description consists of the DIVISION, BLOCK (if your property division has block numbers), and LOT number.

WHEN IS A PERMIT REQUIRED?

A Building Permit is required, except for exempt work, before any construction begins, including, but not limited to, the following:

1. New structures.
2. Remodeling, additions, re-roofs, resides and/or repairs.
3. A fence over 6' high or a retaining wall over 4' high.
4. Detached accessory structures in excess of 200 square feet.

WARNING: If any work described above is done without a permit you may have to remove the work completed. In addition you could face a civil or criminal penalty. In any case, in addition to the required Building Permit Fee, an investigation fee will be charged for any work started without a permit. The investigation fee which is established by the Uniform Building Code shall equal the permit fee, Table 1A.

WHAT BUILDING STANDARDS APPLY TO MY PROJECT?

The City of Ocean Shores enforces the latest adopted edition of the Washington State Building Code which includes; The International

Residential/Building Code (IR/BC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), Washington State Energy Code and related codes plus state amendments. City amendments to these codes are contained in the Ocean Shores Municipal Code.

WHAT PAPER WORK IS REQUIRED TO OBTAIN A BUILDING PERMIT?

- Right of Way Permit (Driveway)
- Clearing / Excavation / Grading Permit
- Side Sewer Permit
- Building Permit Application
- Two complete sets of drawings (Three sets required for commercial projects.) including foundation plan, floor plan(s), framing and roof framing plans, structural cross-section and elevations. By order of the Building Official, all drawings submitted with (exempt or nonexempt, RCW 13.08.410) Building Permit Applications, shall be prepared by Design Professionals or approved Designers.
- Two site plans. (Three sets required for commercial projects.)
- Water Meter Application

The project application process takes approximately 1 to 4 weeks.

If you hire a contractor have them supply a copy of their current Contractor's License for submission with the Building Permit application. **All** contractors are required to have a current City Business License.

HOW LONG DOES THE PERMIT PROCESS TAKE?

Your project may require several federal, state or local agencies to review your permit application and additional permits may be required before starting construction. Permits for residential construction usually take less than three weeks to process; commercial permits will take longer.

OTHER PERMITS MOST COMMONLY REQUIRED INCLUDE:

Burning	Ocean Shores Fire Dept
Camping	Ocean Shores Police Dept
Clearing/Grading/Excavation	City of Ocean Shores
Conditional Use, Variance	City of Ocean Shores
Driveway/Culvert	City of Ocean Shores Electrical
Dept of Labor & Industries	Plumbing City of Ocean Shores
Side Sewer Permit	City of Ocean Shores
Wood Stoves	City of Ocean Shores
SEPA/Shoreline (dock, shed, bulkhead)	City of Ocean Shores

The processing time will depend on the number of other permits required. The completeness and accuracy of your drawings will affect the processing time. **INCOMPLETE OR INACCURATE DRAWINGS WILL DELAY YOUR PERMIT.**

The Grays Harbor Public Utility District (PUD) supplies electrical power to Ocean Shores. They are located at 2720 Sumner Avenue, Aberdeen, Washington, 98520. (360) 532-4220.

Electrical Safe Wiring Permits may be obtained at the Department of Labor and Industries, P.O. Box 66, Aberdeen, Washington, 98520 (360) 533-8225.

All property corners will be flagged and string lines run prior to footing inspections.

WARNING: All composition roofing shingles must meet the wind design criteria of 100 MPH. Due to seasonal high winds many *lightweight* composition roofs have been damaged.

A Driveway permit is required. Upon Application of the permit by a licensed, bonded contractor, the City will inspect your lot and determine if a culvert is required. Should a culvert be required a lath is placed in the ground at the low line elevation of the culvert pipe for work to be completed by a licensed, bonded contractor.

The minimum culvert diameter size is 15", however larger pipe may be required. The minimum width of a driveway is 16' and shall be placed no closer than 5 feet to each side property line. Minimum length of a culvert is 20 feet.

Any continuous culvert pipe 200 feet or longer shall require a catch basin, which shall be installed by the City. A copy of the approved permit will be mailed to the applicant and will state if a culvert is required or not. The permit application process takes approximately 1 to 2 weeks.

Applications for water meter installations are obtained at Ocean Shores Utility Billing Department, 765 Pt. Brown Avenue NW, P.O. Box 1539, Ocean Shores, Washington 98569. Questions regarding water meters and billing should be directed to (360) 289-2487.

A Temporary Living Quarters Permit may be obtained to occupy a recreational vehicle on the building site during construction. Permits for this privilege are issued by the Permit Center in conjunction with issuance of a Building Permit, and may be issued for up to six months.

The City of Ocean Shores has added to the National Electric Code and the Uniform Building Code, the following amendments:

1. No aluminum wiring is allowed.
2. Double wall construction consisting of approved sheathing, weather resistive barrier and exterior siding.
3. Minimum of 5/8" Type X gypsum wall board is required on all interior wall and ceiling coverings. Garage to house firewall shall be 5/8" Type X gypsum wall board, fire taped.

4. All flashing in permanent locations shall be not less than #26 US gauge stainless steel.
5. Stainless steel staples are required for wood shakes, shingles or finished siding (anything exposed to the exterior).
6. Insulation must comply with the Washington State Energy Code Specifications.

SETBACKS (Set backs are measured from property lines)

Minimum FRONT yard depth in feet, 20;
 Minimum SIDE yard depth in feet, 5;
 Minimum REAR yard depth in feet, 25.

For CORNER LOTS minimum FRONT yard depth in feet, 20; on flanking street(s) minimum yard depth in feet 10, excepting garages with vehicular entrances fronting on flanking streets shall have a minimum setback in feet, 20; minimum yard depth from adjacent property in feet, 5.

On WATERFRONT LOTS, structures shall not be placed closer to the property line(s), which parallels the waterfront, than:

	<u>DIVISION</u>
Forty Feet (40')	16, 17, 17A, 18, 19, 19A, 20, 21, 22, and 23
Fifty Feet (50')	1, 2, 4, 5, 5A, 8, 10, 11, and 15
Twenty-Five Feet (25')	<u>From all inland waterways</u> (lakes and canals) in all Divisions

Detached accessory structures shall be no closer than five feet (5') to the side or rear property lines EXCEPT on WATERFRONT LOTS they shall maintain the above required waterfront setbacks. Building Permits are required for any accessory structure exceeding 200 square feet.

Minimum off-street parking standards for single family residential shall be one (1) space per bedroom and a minimum of two (2) spaces per single family dwelling unit.

No dwelling shall be permitted on any lot wherein the main floor area of the main structure, exclusive of open porches and garages, is less than the minimum floor space shown in the following schedule:

<u>DIVISION</u>	<u>MINIMUM IN SQUARE FEET</u>
1, 2, 3, 4, 5, 5A, 6, 7, 8, 9, & Rain Street	650
10 and 11	800

12	650 excluding trailers & mobiles
14, 15, 16, 17 and 21	800 on waterfront lots 650 on all other lots
17, 17A, 18, 19, 19A	1000 on waterfront lots
20, 22, 23, 24 and 24A	800 on all other lots

A more than one-story dwelling shall have a minimum main living area, exclusive of open porches and garages, as shown in the above schedule and in addition shall have at least a combined total floor area, exclusive of open porches and garages, of one thousand square feet (1,000 square feet).

Cornices, canopies and eaves or similar architectural features as well as chimneys, fire escapes, outside stairways and decks may project into any required yard only to the extent permitted by the Building Code.

Loft or half stories are considered as an additional story.

Any portion of a dwelling that has a ceiling height of less than five feet (5') will not be included as part of the floor area required.

If work authorized by the Building Permit is not started within 180 days from the date of issuance, the permit shall expire by limitation and become null and void. After work has commenced, should the project be abandoned the permit will expire after 180 days. To renew the permit the fee shall be a *minimum* of one half (1/2) of the original Building Permit fee.

Further questions may be addressed at the Ocean Shores Permit Center, 710 Point Brown Avenue NE, P.O. Box 909, Ocean Shores, Washington 98569. (360) 289-2754.

Open Monday-Friday 8:00AM - 4:00PM
Closed Saturday, Sunday and Holidays.

Subject to change without notice.