

**CITY OF MILLWOOD  
APPLICATION FOR BUILDING PERMIT**

Permit Fee: Based on valuation. Other fees may be required.  
(See "City of Millwood Permit Fees Schedule")

**NOTE: All properties shall be connected to the municipal sewer system prior to the issuance of a building permit.**

This Building Permit application must be completed in full. This Building Permit application along with the required drawings must be submitted to the City of Millwood as the application package.

**Information Required by the Applicant:**

The following information is required for the application to be considered complete. Missing information will delay the permit process.

**PROVIDE FOUR COPIES OF A SITE PLAN OF THE PROPOSAL DRAWN TO SCALE WITH THE FOLLOWING INFORMATION:**

- a. Scale of the drawing (1:20, 1" = 20' minimum)
- b. Paper size is no greater than 11" x 17"
- c. North arrow
- d. Property lines and dimensions
- e. Widths and names of closest rights-of-way
- f. Location of easements, if any
- g. Exact location and size of all existing and proposed structures
- h. Height of all structures, both existing and proposed
- i. Water and sewer line locations
- j. Topography of the site with elevations if the site contains slopes > 20%
- k. Ordinary High Water Mark of the Spokane River, if applicable
- l. Landscaping, if required
- m. Parking and/or driveways if paved or required

**PROVIDE FOUR COPIES OF COMPLETE STRUCTURAL DRAWINGS:**

These shall include all elements as required by Spokane County Division of Building and Planning.

**NOTE: FIVE COPIES OF STRUCTURAL DRAWINGS WILL BE REQUIRED IF THE PROPOSAL IS A FOOD SERVICE.**

**STORMWATER DRAINAGE SYSTEM SUBMITTAL:** Certain projects will require plans for the accommodation of stormwater. If stormwater plans are required the applicant will be notified and the City will provide information.

**Process:**

Within 28 days of the receipt of the completed application package, the package is reviewed and the City of Millwood issues a "Notice of Completion and Consistency" to the applicant. The Notice of Completion and Consistency indicates if further information is required from the applicant, and whether or not the application is consistent with the Millwood Municipal Codes.

If the application package is complete and the proposal is consistent with Millwood Municipal Codes, then the applicant is responsible for submitting the Millwood-approved application packages to the Spokane County Division of Building and Planning for structural, mechanical, and plumbing review. Spokane County collects separate plan review, plumbing, and mechanical permit fees from the applicant at this time. Electrical permits are obtained from the Washington State Department of Labor and Industry.

The applicant shall not change the Millwood-approved plans in any way. If Spokane County requires structural revisions, the applicant must notify the City. If the applicant chooses to revise the proposal **after** Millwood has approved the application package, the applicant must return the entire application package to Millwood for review. All revisions shall be indicated appropriately on the original cover sheet and revised pages shall be placed behind the page being revised.

The applicant shall return to Millwood, a minimum of two of the application packages. These two application packages shall be intact and shall have both the original City of Millwood stamps and the original Spokane County stamps. Copied documents are not accepted. The applicant may be required to submit additional copies of the application package to other agencies.

When the applicant has returned the stamped application packages, Millwood reviews the application packages for Spokane County remarks and changes. Millwood retains the original application package marked "City of Millwood." When the applicant pays the Building Permit fee and any other owned fees, the City of Millwood issues the building permit.

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