



PROSSER *Washington*  
INCORPORATED 1899

# Building Permits



City of Prosser

Building Department

601 7th Street, Prosser, WA 99350

Phone: (509) 786-2332

## Introduction

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Building permits are required for a wide variety of projects. From home improvement to business remodels or new construction, permits are an important part of any project and is one of the first steps in the construction process.

Not only do permits ensure that your construction project is up to code, they also ensure that there is an accurate record of the improvements your hard-earned money has gone into. Permits allow the Building Department to verify a contractors status through Labor & Industries, which protects you as the homeowner. Additional information for specific projects can be found online at [www.cityofprosser.com](http://www.cityofprosser.com)

## Getting Started

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The first step is to fill out a permit application. Applications can be found online at [www.cityofprosser.com](http://www.cityofprosser.com) or you can pick one up at City Hall. You should attach a scale drawing of your project to the application, or simply draw it on the back of the application form. If there are questions or corrections on the proposed project the Building Department will contact you at the number provided on the application.

## Factory Assembled Structures

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Permits for modifications of Factory Assembled Structures (also called manufactured homes) must be obtained through the Washington State Department of Labor & Industries. The actual placement and movement permits for a new home are handled by the City of Prosser, as well as the related inspections for placement of the home. Information on Factory Assembled Structures from Labor & Industries can be found online at the following link:

<http://www.lni.wa.gov/TradesLicensing/FAS/Mobile/default.asp>

## Work Exempt from Permits

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There are some exemptions to certain projects to where a permit is not required. The following examples are projects that do not require a permit per the International Building/Residential Code and/or Prosser Municipal Code:

- Signs 6 sq. ft. and under
- Replacing windows & doors, which do not alter the size of the opening.
- One-story detached accessory structures, provided that the floor area does not exceed 200 sq. ft.

- Retaining walls that are not over 4 ft. in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks and/or driveways (unless encroaching into right of way)
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Pre-fabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment.
- Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support.
- Decks not exceeding 200 sq. ft. in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4 of the 2015 International Residential Code

## Electrical Permits

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In some Cities and States the Building Department is responsible for electrical permits, however in the City of Prosser the electrical permitting and inspections is the responsibility of Washington State Labor & Industries. Information regarding electrical permitting can be found online at [www.lni.wa.gov](http://www.lni.wa.gov) or by calling (509) 735-0100

## Why It Matters

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Often we encounter homeowners who come to us years after they have made an improvement such as a new roof or other improvement. The homeowner thought that he or she would save a few dollars and skip getting a permit.

Years later, these same homeowners try to sell their homes and market the home as having a new roof. Unfortunately, there is no permit and therefore no legal record of the new roof or other improvement and therefore lenders and appraisers are unlikely to add in the value of the improvements thus devaluing the property.

## Inspections

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Inspections are an important part of the permit process. To schedule an inspection fill out a request online at [www.cityofprosser.com](http://www.cityofprosser.com) or call the Building Department at (509) 786-8210 at least 24 hours in advance. Submitting a request does not guarantee that the inspection will occur at the time requested, but every effort will be made to accommodate the request.