

COLLEGE PLACE IN REVIEW

Your City Representatives

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Bernard Yanke

Council Members

Julie Scott
Adam Keatts
Marge Nyhagen
Loren Peterson
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Larry Dickerson

City Administrator

Patrick H. Reay

Tips From Your Building Department

Many choose to fix up their homes by adding a new room or remodeling their existing home. If you are considering this, please be aware of the need for a permit. You need a permit if you are:

Building or installing: Patio, deck or patio cover, chimneys, garage, ventilation, heating or air-conditioning supply or exhaust, swimming pool, tool or storage shed (larger than a 10' X 12').

Adding or changing: Rooms, dormers, bay windows or other wall openings, water heater or any other parts of the plumbing, furnaces or any other parts of the heating and gas system, circuits or any other parts of the electrical system, walls to a porch, garage to livable area.

Replacing or repairing: Roofing, termite work (replacing siding, foundation, etc.), porches, existing stone, brick, concrete, or wall covering (drywall or sheeting).

Demolishing: Any structure, or part of a structure, or any other changes that affect the structure of any building (even a tool shed) on your property. This requirement is to ensure that demolished structures are removed from the tax rolls.

Here are some helpful tips to ensure that your inspection goes smoothly:

- Obtain a permit BEFORE beginning construction work. Applications are available at the office and on the City's website: www.ci.college-place.wa.us.
- Have the address clearly posted at the job site. If it does not match the address on your permit, call the Building Department at 525-0510, extension 63.
- Call for your inspection AFTER you have completed the work to be inspected and AFTER you have made any noted corrections. Don't try to call ahead of that time, expecting to be ready by the time the inspector gets there. Requesting inspections before you are ready can result in re-inspection fees for you.
- Make sure the inspector has access to the work. Let someone know the inspector is expected, and let that contact person know where the plans and permits are.
- Have your Permit(s), Job Card(s) and approved plans on site. This includes all revisions. Inspectors can only inspect to the approved plans.

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QUICK FACT:

City Water Usage
March 2014
 13,189,000
March 2013
 14,225,000
YTD 2014
 46,138,000
Total 2013
 411,766,000

City of College Place
625 S. College Ave.
College Place, WA 99324

Phone Numbers:

City Hall—529-1200
 Utilities—Ext. 11
 Building/Planning/Public
 Works/Engineering—
 525-0510
 Fire Dept.—529-6506
 Police —525-7778 or 7773
 Dispatch—527-1960



Municipal Building Hours:

Monday through Thursday
 8:00 a.m. to 5:00 p.m.

Friday
 8:00 a.m. to 4:00 p.m.

Police Department Hours:

Monday through Friday
 8:00 a.m. to 5:00 p.m.



- To request an inspection, call the Building Department. If leaving a message, please have the site address, type of inspection needed, preferred inspection time, and return phone number.
- Call in requests for each permit that needs to be inspected.
- Be sure to have any animals secured before the inspector arrives.
- If you need to talk to the inspector, call 525-0510, extension 63 and leave a message. They are not available by phone after they leave the office.
- Have someone at the job site to meet with the inspector and answer questions. If you are unable to have someone at the job site, call the Building Department to let them know.
- Construct your project according to the approved plans. Discuss any possible revisions with your inspector BEFORE you make them. Often, additional plan review is required, and your project can be delayed.
- Know which permits have been issued for your project and keep track of them.
- Look carefully at the list of inspections required. Make sure you call for all applicable inspections. Give at least 24 hour notice.
- Have the correct permit for the inspector to sign.
- Even if you think the inspector will be returning to your site for another inspection, make sure you call to request it. If it has not been called in, the inspector will not come to the job site.
- Do not cover or conceal any work before it is inspected and approved by City Inspectors. This will save you time and money.
- Ensure that your electrical permit is signed off before you call for a FRAMING inspection. Have the signed Electrical permit available for the inspector to see.

COMMUNITY CALENDAR
May

- 5 - City Council, 7 pm, Council Chambers
- 5 - VFW Post 466, 7 pm, Fire Station
- 12 - City Council, 7 pm, Council Chambers
- 14- Lions Club, 5:30 pm, Lions Park
- 17 - Health Screening, Pancake Feed, Fishing Derby, 8-11 am, Lions Park
- 17 - WWVA AcroKnights, 9 pm, WWU Gym
- 18 - WWVA AcroKnights, 2 pm and 7 pm, WWU Gym
- 19 - VFW Post 466, 7 pm, Fire Station
- 20 - Planning Commission, 7 pm, Council Chambers
- 28 - Lions Club, 5:30 pm, Lions Park