



## CITY OF OCEAN SHORES

PO BOX 909, OCEAN SHORES, WA 98569  
TELEPHONE 360-289-2754 – FAX 360-289-2022

### GENERAL BUILDING 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 information applies to new construction, remodeling projects, plumbing, mechanical and electrical work.

The Ocean Shores Permit Office/Building Division is located at 801 Minard Ave NW. Mailing address is P.O. Box 909, Ocean Shores, WA 98569.

When talking with municipal 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 before any construction begins, unless specifically exempted by code.

**\* THE CITY OF OCEAN SHORES PERMIT OFFICE WILL NOT ACCEPT APPLICATIONS OR PROCESS ANY REQUIRED PERMITS WITHOUT LEGALLY RECORDED PROOF OF OWNERSHIP. \***

**WARNING:** Any work started without a permit will result in a fine or civil penalty in addition to the required Building Permit Fee. An investigation fee will also be charged, the investigation fee is established by the Building Code.

#### 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 Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), Washington State Energy Code and related codes. 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 and Grading Permit
- Building Permit Application with the following:
  - Two complete sets of drawings including plot plan, foundation plan, floor plan(s), framing plans, structural cross-section and elevations.
  - Two sets of current energy calculations and two sets of engineered truss layouts.
- Water Meter Application
- Side Sewer Permit

The application process takes approximately 2 to 4 weeks with subject to change.

If you hire a contractor, they must supply a copy of their current Contractor's License 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 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. (*Possibly 6 to 8 weeks*)

## OTHER PERMITS MOST COMMONLY REQUIRED INCLUDE:

Burning	Ocean Shores Fire Dept
Camping	Ocean Shores Police Dept
Clearing and Grading	Ocean Shores Permit Office
Driveway/Culvert	Ocean Shores Permit Office
Electrical	Dept of Labor & Industries
Plumbing	Ocean Shores Permit Office
Side Sewer Permit	Ocean Shores Permit Office
Mechanical	Ocean Shores Permit Office

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-lined on property lines, prior to footing inspections.

**WARNING:** All composition roofing must meet ASTM standard materials and installation for wind speeds of 104 M.P.H. **(120 3-second gust equivalent).**

A Driveway permit is required. Upon Application, the City will inspect your lot and determine if a culvert is required. Should a culvert be required, a wood hub is placed in the ground at the invert elevation. Installation of driveway and culvert must be completed by a licensed, bonded general contractor.

**DRIVEWAYS SHALL BE INSTALLED TO THE FOLLOWING SPECIFICATIONS:**

Driveway: 16 ft minimum width

Culvert: 12 or 15 inch diameter - 20 ft length minimum  
(or as otherwise specified by City)

Any continuous culvert installation requiring lengths of 300 LF, or more, will require a catch basin installed to City specifications.

The permit application process for driveways takes approximately 1 week.

Applications for water meter installations are obtained at the Ocean Shores Permit Office, 801 Minard Ave NW., P.O. Box 909, Ocean Shores, WA 98569. Questions regarding water/sewer billing should be directed to the Utility Billing staff at (360) 289-2487.

A temporary living quarters permit may be obtained to occupy a recreational vehicle on the building site during construction for a period of 6 months. These permits can be issued at the Permit Office in conjunction with the issuance of a building permit.

**SETBACKS:** Set backs are measured from property lines.

**Setbacks (Interior)**

Front yard: 20 feet min.  
Side yard: 5 feet min.  
Rear yard: 25 feet min.

Corner Lots: Front yard: 20 feet min.  
Flanking street: 10 feet min.  
Garages with vehicular  
Entrances on flanking streets: 20 feet min.  
Adjacent property: 5 feet min.

On ***WATERFRONT LOTS***, structures shall not be placed closer to the property line(s) which parallels the waterfront than: (Setbacks continue on the next page.)

**Setbacks (Waterfront)****DIVISION**

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')

From all *inland* waterways (**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.

Minimum off-street parking standards for single family residential lots 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 living floor area of the primary structure, exclusive of open porches and garages, is less than the minimum floor space shown in the following schedule:

**DIVISION****MINIMUM IN SQUARE FEET**1, 2, 3, 4, 5, 5A, 6, 7, 8,  
9, & Rain Street

650

10 and 11

800

12

650 excluding trailers &amp; mobiles

14, 15, 16, 17 and 21

800 on waterfront lots  
650 on all other lots17A, 18, 19, 19A  
20, 22, 23, 24 and 24A1000 on waterfront lots  
800 on all other lots

A more than one-story dwelling shall have a minimum main living floor area of the primary structure, 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.

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.

Additional questions may be addressed at the Ocean Shores Permit Office, 801 Minard Ave NW, P.O. Box 909, Ocean Shores, Washington 98569, (360) 289-2754.

Office Hours:

Mon, Tues, Thurs & Fri 8:00AM – 3:30PM

Wed 8:00AM – 12:00PM

Closed Saturday, Sunday and Holidays.

**\*Subject to change without notice\***

