

TOWN OF MALDEN

Residential Construction Process

(revised 11-01-2021)

If you are planning to build a dwelling in Malden, the following information will help you determine what you need to do and when, the forms required, and who to contact for answers to any questions. Links to documents are included at the end of this page.

IMPORTANT CONSIDERATIONS

TYPE OF HOME

If you are considering a tiny home, a modular home, or park model home, you should read Whitman County's "[What you need to know about tiny homes](#)" document. THIS DOCUMENT ALSO CONTAINS INFORMATION ABOUT THE OTHER TYPES OF HOMES MENTIONED, NOT JUST TINY HOMES.

- ~Tiny Home (minimum size is 400 sq. ft. to be approved by Whitman County)
- ~Modular Home (must be pit set - 32 inches minimum below ground level)
- ~Manufactured Home (on runners or supports and needs to be anchored above ground)
- ~Park Model Home (although considered a recreational vehicle, these are **transportable** and primarily designed for long-term or permanent placement at a destination where an RV or mobile home is allowed. There are restrictions on long-term RV use as a dwelling inside the town limits – check with the town clerk).

******ALL STRUCTURES MUST MEET THE 32 INCH FOUNDATION FROST DEPTH******

BUILDING ON FILL

Typically, Whitman County will allow constructing residential structures on native Palouse Loess silt and clay that **has not been disturbed**. If you must build on existing fill or new fill, there are **many requirements and considerations**. SOME of those considerations are listed below. Please contact Ginny Rumiser for complete information and specific answers to your questions before you begin planning to build on new or existing fill.

IF YOU ARE PLANNING TO BUILD ON EXISTING FILL: Where sites are planned on existing fill, Whitman County often requires a geotechnical evaluation to consider the fill depth and characteristics. This has a more **substantial cost** than testing and **should be avoided** by positioning structures on native soil wherever possible. NOTE: Structures spanning native soil and fill are prone to differential settlement.

IF YOU ARE PLANNING TO CREATE NEW FILL: Whitman County will typically want verification that the subgrade is free of debris and vegetation **before placing fill**. Fill must be put in layers and compacted and **certified for each layer**. The Whitman County Building & Development Division **MUST** be given each certification report for the number of layers put in for the fill. **Without these reports, the County cannot and will not issue a building permit for the site.** GPI in Pullman is one local company that does fill inspections and certifications. To contact GPI, call Travis Wambeke at 509-339-2000 or email at twambeke@geoprocorp.com.

EXISTING CESSPOOLS

*Whitman County Environmental Health has issued guidelines concerning new construction and the **use of existing cesspools**. **If the cesspool can be located, pumped, and assessed and is found to need no corrective actions, it can be used in new home construction.***

Done	<p>BEFORE YOU APPLY FOR A BUILDING PERMIT WITH THE COUNTY:</p>
	<p>1. Make sure your property has been cleaned of fire debris and the area where your foundation will be poured is viable (any fill must meet specific requirements – contact Ginny Rumiser for more information). NOTE: ALL structures must meet the 32 inch foundation frost depth</p>
	<p>2. Contact John Goyke or Micki Harnois (see contact information below) to let them know you would like to build a structure (you can do this in person at town hall, over the phone, or by email). You will need to provide them with the following information:</p>
	<p>a. Address of the lot where the structure will be built (if you have the parcel number, please provide that in addition to the address). If the lot is vacant and does not have an official address, the parcel number is required. <i>Note: The town will verify your ownership of the property based on a search of county records. This verification is required by the county.</i></p>
	<p>b. Let them know the approximate location of the septic tank (you can tell them verbally, write a description of the area, or provide a simple sketch of the property including any existing structures, large trees or other landmarks, and mark the general area of the tank. Try to be as specific as possible as it will save time later. John Goyke will visit the property, to verify proper septic setbacks and locate the septic tank. <i>NOTE: Whitman County Environmental Health has issued guidelines concerning new construction and the <u>use of existing cesspools</u>. If the cesspool can be located, pumped, and assessed and is found to need no corrective actions, it can be used in new home construction.</i></p>
	<p>c. You will need to 1) hire someone to uncover the entire top of the tank so it is ready for pumping and an inspection, and 2) hire a <u>Whitman County licensed pumper</u> (see attached list) to pump and inspect the tank after it has been completely uncovered. <i>Note: It is recommended that you leave the tank uncovered until you know it has county approval as you may need to dig it up and replace it.</i></p>
	<p>d. The pumping contractor will give you the required inspection form, which you will need to submit to Chris Skidmore (contact information below). You can do this <u>in person</u> and tell him you would like to build a residential structure and verbally describe the dwelling (how many stories, bedrooms, approximate square footage) OR via <u>U.S. Mail or email</u>, and include a very brief description of the dwelling you are planning to build and attach a PDF of the completed and signed inspection form.</p>
	<p>e. You will receive a letter from Chris Skidmore 4-6 weeks after submitting the septic tank inspection form. If your septic tank has been approved without any modifications you can have your tank covered and you are ready to start gathering the information and documents you need to apply for a building permit (see below). If your septic tank was not approved, reasons why will be included in the letter and you must fix any issues with the tank, then have the inspection performed again by a licensed Whitman County evaluator. Once the inspection form is resubmitted and you receive approval, you can proceed with the permit application process as outlined below.</p>

Done	APPLYING FOR A WHITMAN COUNTY BUILDING PERMIT:
	<p>1. You will need to complete/gather the following documents and submit to Micki Harnois:</p> <ul style="list-style-type: none"> a. Whitman County Building Permit Application (see link below) b. A site plan showing property address, adjacent street names, setbacks, and location of significant features (proposed house, existing structures, large trees, septic tank, and septic drain field) <p><i>Note: Take or email these documents to Micki at Town Hall or townofmaldenwa@gmail.com. Micki will review the documents and John Goyke will make a second visit to the property to confirm setbacks and locate utilities. He will confirm with Micki that all setbacks and utilities are correct and located. Micki will then prepare a letter of approval from the town which you will need when you submit all of the documents (see below) for your building permit.</i></p>
	<p>2. You will also need to obtain a detailed building plan approved with an engineer's official stamp.</p>
	<p>3. Take the following documents to Ginny Rumiser, building inspector for Whitman County (310 N. Main Street). She will review your documents and, if approved, issue a building permit (this could take 4-6 weeks). Once you have your permit, you can start building.</p>
	<p>1. Completed and signed Whitman County Building Permit Application</p>
	<p>2. Site plan showing property address, adjacent street names, setbacks, and location of significant features (proposed house, existing structures, large trees, septic tank, and septic drain field)</p>
	<p>3. Detailed building plan* with engineer's stamp of approval</p>
	<p>4. Letter from Chris Skidmore regarding approval of septic system</p>
	<p>5. Letter from the Town of Malden</p>
	<p>6. Fill certification reports for each layer, if planning to build on fill</p>
	<p><i>*This plan will be used to calculate your permit fee. Although the plan must include certain details to pass an engineer's approval, such as structural details, insulation values, HVAC system, plumbing, and electrical), you should not include finishing details (type of flooring, appliances, cabinets, lighting, etc.) in this plan as it will increase the amount of your permit fee.</i></p>

CONTACT INFORMATION

John Goyke, Construction Manager

Town of Malden

Cell: 509-222-4158

Email: goykemnw.inc@gmail.com

Micki Harnois, Town Clerk

Town of Malden

Phone: 509-569-3771

Email: townofmaldenwa@gmail.com

Ginny Rumiser, Building Inspector

Building and Development Office

Whitman County

Phone: 509-397-5208

Email: Ginny.Rumiser@whitmancounty.net

Chris Skidmore, Director

Environmental Health

Whitman County

Phone: 509-397-6280

Email: chris.skidmore@whitmancounty.net

Tina Layne, Permit Technician Specialist

Whitman County Public Works – Bldg. Dept.

Phone: 509-397-5217 or 397-5653

Email: Tina.Layne@whitmancounty.net

DOCUMENT/FORM LINKS

Whitman County Building & Development Division

<https://www.whitmancounty.org/268/Building-Development-Division>

Whitman County Building Permit Application

<https://www.whitmancounty.org/DocumentCenter/View/656/Whitman-County-Building-Permit-Application-PDF>

Whitman County Building Permit Application Information

<https://www.whitmancounty.org/DocumentCenter/View/657/Whitman-County-Building-Permit-Information-PDF>

What you need to know about Tiny Homes (and modular and park model homes)

<https://www.whitmancounty.org/DocumentCenter/View/655/Tiny-Home-Information-PDF>

Washington State Energy Code

<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>

Qualified OSS Designers

Anacline Engineering, PLLC	Lewiston, ID	208-791-8055	anacline@aol.com
Metro Engineering - Joel G. Lee, P.R.	Spokane, WA	509-642-9351	jlee@metroengineering.org
Palouse River Rock	Colfax, WA	509-397-3556	ben.palouseriverrock@gmail.com
Reliant Engineering	Pullman, WA	509-334-5745	evan@reliantengr.com

2021 Whitman County Licensed Evaluators

Ball + Ball LLC dba Roto Rooter	Lewiston, ID	208-746-4282	rotorooterjessica@gmail.com
Chad Boyd	Pullman, WA	509-336-3669	boydchad221@gmail.com
H&R Complete	Newman Lake, WA	509-228-9955	hrcomplete@msn.com
Palouse Valley Septic	Potlatch, ID	208-596-6016	septiccleaner@gmail.com
Roach Construction Company	Genesee, ID	208-285-1411	rcc@roachconstruction.biz

2021 Whitman County Licensed Installers

Ball + Ball LLC dba Roto Rooter	Lewiston, ID	208-746-4282	rotorooterjessica@gmail.com
Boyd and Boyd Construction LLC	Pullman, WA	509-336-3669	boydchad221@gmail.com
H&R Complete	Newman Lake, WA	509-228-9955	hrcomplete@msn.com
H+S Construction LLC	Spokane Valley, WA	509-926-8964	vhritsco@msn.com
MGC Enterprises Inc	Deary, ID	208-877-1392	mgcdana@msn.com
Millwrights Northwest Inc	Rosalia, WA	509-222-4158	goykemnw.inc@gmail.com
Motley-Motley, Inc.	Pullman, WA	509-872-3511	office@motleymotley.com
Palouse Hills Excavators	Garfield, WA	509-595-1813	palouse_excavators@hotmail.com
Palouse River Rock	Colfax, WA	509-397-3556	ben.palouseriverrock@gmail.com
Palouse Valley Septic	Potlatch, ID	208-596-6016	septiccleaner@gmail.com
Roach Construction Company	Genesee, ID	208-285-1411	rcc@roachconstruction.biz
Wexler Trucking	Pullman, WA	509-595-0687	wexlertrucking@yahoo.com

2021 Whitman County Licensed Pumpers

Ball + Ball LLC dba Roto Rooter	Lewiston, ID	208-746-4282	rotorooterjessica@gmail.com
H&R Complete	Newman Lake, WA	509-228-9955	hrcomplete@msn.com
King's Thrones & Pumping Service	Lewison, ID	208-798-8283	kingsthrones@cableone.net
Palouse Valley Septic	Potlatch, ID	208-596-6016	septiccleaner@gmail.com
Roach Construction Company	Genesee, ID	208-285-1411	rcc@roachconstruction.biz
Tri County Septic Co LLC	Spokane, WA	509-926-9361	tricitysepticllc@gmail.com