



**The Confederated Tribes of the Colville Reservation**  
Planning Department  
P.O. Box 150 Nespelem, WA 99155 509-634-2577  
**PERMIT APPLICATION INSTRUCTIONS**  
*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*

To complete you must:

1. Fill out the forms completely
2. Draw a site plan on the application or separate piece of paper showing the following:
  - a. Dimensions of the building
  - b. Set backs from other structures and property boundaries
  - c. Any streams, water bodies or wetlands
  - d. Access Road & Utilities
3. Include this form, signed & dated
4. Check or money order payable to CCT Planning Dept. for processing fee, \$50 for Minor Development, \$225 for Shoreline Development and **\$225 for Commercial Development**
5. Floor plans for home or other built structure (s)
6. Proof of ownership or lease agreement, must include legal description
7. Manufacturers specifications for foundation or concrete runners
8. Any other information determined by staff to evaluate your proposal

**Once your application is complete it will be processed. Processing takes about two weeks unless you are requesting a Shoreline, Variance, Conditional or Special Use - which will take about 45 days and will be heard by the Colville Tribes Land Use Review Board.** When your application is deemed complete, it will be routed to various departments triggered on our routing sheet to solicit comments (there is a 5-day period for minor projects & 14-day comment period for major projects). A copy of the application will be brought to Okanogan or Ferry County Planning for negotiation on processing under the Intergovernmental Agreement. A site visit will be conducted and any comments received will be addressed. Once that is all completed, your application (if approved) will be sent to the building and wastewater inspectors. It is your responsibility to coordinate with these individuals to schedule your inspections.

John St. Pierre, Land Use/Shoreline Admin.	634-2573	Val Dry Water, Building Inspector	634-2811
Hayley Cohen, Planner	634-2570	Travis Bessette, SW Enforcement	634-2807
Lois Trevino, Water Administrator/OSS	634-2430	Lewis Adolph, I.H.S. Sanitation	634-2817

Once you receive a copy of the signed and numbered building permit you may begin your project. A copy of the building permit must be posted at all times at the work site. **It is your responsibility to schedule inspections.** Please be aware that it is a violation to build or disturb land without an approved permit. This includes moving a trailer to a new location. Violators will be fined a minimum of \$100 a day and may be required to remove or mediate work already completed.

I have read the information above and understand that I need an approved building permit before I begin my project. By signing below I understand I will not be allowed to withdraw this application and apply through another agency.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_