



# TOWN OF WOODWAY

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## QUICK REFERENCE GUIDE: WHEN IS A PERMIT IS REQUIRED?

No building, mechanical, or plumbing system shall be constructed, enlarged, altered, repaired, moved, demolished, or changed unless all required permits have been obtained from the Town.

EXAMPLES OF WORK REQUIRING PERMIT	EXAMPLES OF WORK EXEMPT FROM PERMIT
Decks more than 30" above grade.	Sidewalks, decks, patios, and driveways not more than 30" above grade and not over a basement or story below. Please note that you may still be bound by lot coverage requirements. Please check with Town Hall before constructing any of these items.
Re-roof involving structural elements, including, but not limited to, sheathing, skylights, change of roof pitch, addition or relocation of mechanical units, and change of roof material where the total weight exceeds 10 psf.	In-kind re-roofing, provided the roof sheathing is not removed or replaced.
Exterior doors, windows, and skylights that require a new opening.	Like for like replacement of windows.
Fireplaces, wood-burning stoves, and inserts.	Portable heating, cooking, ventilation, cooling, or clothes drying appliances.
Garage conversions, interior remodels, and mother-in-law apartments.	Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.
Furnaces, gas piping, and water heaters.	The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.
Rockeries over 4' in height.	Retaining walls or rockeries that are not over 4' in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or in the setback.
In-ground or aboveground swimming pools and swim spas 2' deep or aboveground prefabricated pools over 5,000 gallons. Spas and saunas.	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 two to one.
Tree removal (no fee).	Maintenance of existing landscaping.
Certain clearing, grading, and drainage work. Please call Town Hall for further information.	One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided that the floor area does not exceed 120 sq. ft.
Back flow prevention permit for irrigation systems must be obtained from Olympic View Water & Sewer District.	Window awnings supported by an exterior wall that do not project more than 54" and do not require additional support.
New hose bibs or drinking fountains.	Swings, slides, and other playground equipment accessory to a single-family dwelling. Please note that these structures have special setback allowances. Please call Town Hall if you have any questions.