



DOUGLAS COUNTY

TRANSPORTATION & LAND SERVICES

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802

PHONE: 509-884-7173 • FAX: 509-886-3954

www.douglascountywa.net

**Permit application
intake and permit
issuance will end at
4:00 PM daily.**



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COMMERCIAL BUILDING PERMIT APPLICATION

Please submit this application and all pertinent information to the Permit Center:

Electronic submittals accepted/required by portable drive devices along with hard copy set(s)

Applicant Information

Name: _____ Phone: _____

Address: _____

Email: _____

Property Owner: _____ Phone: _____

Address: _____

Email: _____

Contractor: _____ Phone: _____

License # _____ Exp: _____

Address: _____

Email: _____

Architect: _____ Phone: _____

Address: _____

Email: _____

Engineer: _____ Phone: _____

Address: _____

Email: _____

Lending Institution: _____ Phone: _____

OFFICIAL USE ONLY

Permit No

Land Description

Site Address: _____ Parcel Number: _____

Legal Description: _____ Lot Size: _____ (acres) Zoning: _____

Project Description: _____ Value of Project: _____

Number of: Stories/Levels: _____ Square feet per: 1st Level _____ Building Height (ft, in) _____
Restrooms _____ 2nd Level _____ Basement _____

Impervious Surface (sq. ft.): Bldg Roof _____ Parking _____ Driveway _____

Is property adjacent to, or within a critical area? _____ Which? _____ Shoreline Designation: _____

This project may be subject to the architectural standards of the American with Disabilities Act of 1990 (ADA). Issuance of a building permit does not certify compliance with this federal statute. Copies of the guidelines information concerning the ADA may be obtained through the Architectural and Transportation Barriers Compliance Board, 1-202-653-7834 (voice/TDD) or 1-800-USA-ABLE. Failure to comply with the ADA may result in federal fines and penalties.

The applicant/property owner agrees to pay all plan review fees and all expenses and costs incurred by the Department. In the event the applicant cancels or postpones the permit application, plan review fees already incurred shall be paid in full. Further, all unpaid fees, expenses and costs shall constitute a lien on the subject real property and the Building Official is hereby authorized to record a notice of lien with the Douglas County Auditor.

I hereby certify that to the best of my knowledge all submitted information is correct and that the construction, occupancy, and use of the above described property will be in accordance with the laws, rules, and regulations of the State of Washington and Douglas County.

Signature of Owner/Agent: _____ Date: _____



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BUILDING PERMIT APPLICATION CHECKLIST

COMMERCIAL CONSTRUCTION

Critical Area Reports & Shoreline Profiles: Prior to plan design and submittal check with Land Services to determine if required.

Check applicable Plat or Binding Site Plan notes and Pre-Application Summary notes for additional requirements.

Application and Three (3) Complete Sets of Construction Plans – Be sure that:

1. All the lines are filled out with appropriate information or N/A.
2. Application signed and dated.
3. All sets of plans must be identical.
4. Online approval will be required for EWW, CDHD, DCSD, DCFD, DC Eng., and DC Tran prior to permit issuance. If access is by a state route, written verification of legal access is required.
5. Engineered stamped plans are required for pole buildings greater than 1200 sq.ft.

BUILDING PLAN CHECK LIST-VERIFY THAT THE FOLLOWING INFORMATION IS INCLUDED

Site plan – To Scale:

1. Lot dimensions.
2. Property lines.
3. All existing and proposed structures, including retaining walls.
4. Set-backs (distance) to property lines and existing structures.
5. Driveways and access easements.
6. Utility easements.
7. Any steep slopes (30% or greater- per IRC-403.1.7) and or fill areas.
8. Location of liquid petroleum (LPG) gas tanks. Indicate distance from LPG tank to any opening in house wall or foundation as well as any source of spark ignition and nearby property lines.
9. Critical area buffers.
10. Ordinary high water mark.
11. PUD Easement Lines (G and or K as applicable) - Contact Chelan PUD 509-661-4244

Exterior Elevations – To Scale:

1. Finish floor level and finish grade at exterior.
2. Location of windows and doors.
3. Type of siding, roofing and roof pitch.
4. Chimney locations and height.
5. Provide profile or elevation for sloping lots. Show original and proposed grade (building height is measured from original grade).
6. Slope of driveway (percentage of slope equals difference in elevation between garage slab and roadway, divided by length between garage and roadway).

Footing and Foundation – To Scale (feet and inches):

1. Footing and foundation layout. Include all structural dimensions.
2. Provide section view of footing and foundation including height and width, foundation plate, anchor bolt and depth below finished grade. Show reinforcing and specify size.
3. Show all thickened slab supporting bearing walls.
4. Show all pier pads and supporting beams.
5. Show slab insulation and thermal breaks between conditioned slabs and non-conditioned slab areas.
6. Show all components of the foundation ventilation.

Floor Framing Plan – To Scale:

1. Show all size, types and spacing of joist and beams.
 2. Provide location and size of all beam supports and pads.
 3. Show location and size of crawl space access.
-

Floor Plan – To Scale:

1. Provide a floor plan of each level – designate room use and include all structural dimensions.
2. Plans for an addition must include a plan of rooms in existing areas adjacent to new addition.
3. Include all door (incl. porch landing) and window locations and sizes.
4. Bedrooms require at least one (1) egress window.
5. Provide location of smoke alarms and carbon monoxide alarms.
6. Stairway locations and details, including landings, rise and run (split landings not permitted).
7. Guardrail and handrail details.
8. Decks and exterior roof covers, including all framing details, ledger attachment, anchoring, and dimensions.
9. Location of exhaust fans and access to the attic.
10. Plumbing fixtures, fireplaces, counters, fuel burning devices, laundry equipment, hot water tank, furnaces and other appliances.

Roof Framing Plan:

1. Joist and rafter size / spacing and beam sizes / locations.
2. Truss system: Include site specific truss layout in plans with specifications sheet, or a site specific truss letter from the truss manufacturer indicating proper snow load with the specification and layout sheet to follow prior to framing inspection. **Site built trusses not permitted.**
3. Skylight locations.

Exterior Wall, Roof & Foundation View Section Plan – Sections through exterior wall showing:

1. Connection details of all critical construction points.
2. Finish floor to finish ceiling heights.
3. Footing and foundation wall.
4. Location and size of footings/piers.
5. Show finished grade and depth of footings.
6. Crawl space height measured from ground cover to lowest beam and floor joist.
7. Floor joists size and spacing.
8. Studs – size, spacing.
9. Wall Sheathing.
10. Roof framing details.
11. Ceiling joists – size and spacing.
12. Trusses/Rafters – size, spacing and attic ventilation.
13. Roof sheathing and covering.
14. All floor, wall and ceiling insulation, expressed in R values

Energy Code Compliance (Carry details to plan sheets)

1. Insulation R-Values for exterior walls, floors, attics, and joist vaults per path.
2. Slab on grade (inside conc. R-10, outside conc. R-12) and thermal breaks per path.
3. Exterior doors (max. U-20) and window U-factors per path.
4. NREC forms with heat load calculations (obtained from the mechanical contractor) and equipment schedule.

Fire Sprinkler Systems

1. Plat location may require fire sprinkler system, Verify with recorded plat documents and Pre-Application meeting summary notes
2. If other than loop system, a double check valve is required and must be tested prior to occupancy.

Storm Water Pollution Prevention Plan (SWPPP) – Contact DC Transportation for Details

1. A SWPPP is always required adjacent to a shoreline and may be required in other locations prior to issuance of a building permit.
 2. The lot owner is responsible for taking measures necessary to prevent sediment from discharging on to the public right-of-way and/or adjacent properties.
 3. Discharge of storm water and/or sediment on to the public right-of-way and/or adjacent properties shall result in revocation of the building permit, until such time that:
 - a. Corrective action has been taken to prevent further discharges,
 - b. Sediment has been cleaned from the roadway and storm systems, damage to adjacent properties is addressed to the satisfaction of Douglas County.
-



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BUILDING PERMIT INFORMATION

- **OWNER:** The issuance of a permit is only to the owner of the property, or their licensed contractor.
- **CONTRACTOR:** When the construction done is by a person other than the owner of the property, for pay, the contractor is required to be licensed by the state and be listed on the application. If the contractor is not licensed, state law prohibits the county from issuing the permit.
- **LEGAL DESCRIPTION & PARCEL #:** The parcel number is listed on the top right corner of your property tax statement, or can be obtained by calling the Assessor's office at **745-8521** or **884-7954**. The legal description is: a lot, block and subdivision or metes and bounds description found on your property deed.
- **SITE PLAN:** A complete fully dimensioned site plan must be included. It will show the exact location of the new building in relationship to all property lines and existing buildings, etc. Also include the location of the septic tank and drainfield (see site plan checklist and example for further details).
- **REQUIRED HEIGHT, SETBACKS & CRITICAL AREA STANDARDS for RESIDENTIAL USES:**
Contact the Land Services Department to determine how the following standards apply to your project:
 - Maximum Building Height: ____'. Yard Setbacks: Front: ____' Sides: ____' Rear: ____'.
 - Within or Adjacent to Critical Areas: Yes No.
 - Within Shoreline Jurisdiction? Yes No If yes, Shoreline Designation: _____.
 - Geologically Hazardous Area: Yes No. If yes, is a report required? Yes No.
 - Lot Coverage Or Floor Area Ratios? ____ • Landscaping or Design Standards? ____
- **SEPTIC SYSTEM:** If you need a septic system, contact the Chelan-Douglas Health District at **886-6450** prior to submittal of a building permit. Applications can be picked up at the Health District office, located at 200 Valley Mall Parkway, East Wenatchee.
- **ELECTRICAL PERMIT:** Obtain permits from the Department of Labor and Industries at **886-6500**, 519 Grant Road, East Wenatchee
- **DRIVEWAY PERMIT:** Permits are required from the Transportation & Land Services if a new approach is constructed or an existing approach altered. Provide plot plan and driveway location showing the length and difference in elevation between the edge of the roadway and the finished garage floor (oil & gravel). 884-7173 If access is by a state route, written verification of legal access is required.
- **WATER METER:** East Wenatchee Water District, at **884-3569**, 692 Eastmont Ave, East Wenatchee
- **SEWER HOOKUP:** Douglas County Sewer District, at **884-2484** 692 Eastmont Ave, East Wenatchee
- **ELECTRICAL METER HOOKUP:** Contact the Douglas County PUD at 1151 Valley Mall Parkway, 884-7191. You must sign a CSR in advance of receiving power. Manufactured Homes: Hookup will require a copy of your manufactured home installation permit.
- **OTHER:**
 - Greater Wenatchee Irrigation District, **884-4042**
 - Wenatchee Reclamation District, **663-0002**

REFER TO BUILDING PERMIT APPLICATION CHECKLIST FOR BUILDING PLAN SUBMITTAL REQUIREMENTS.
