



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

For Ease of Permit Processing

Create a Web Portal Account & Submit via online [Click Here](#)

(Instructions [Click here](#) “Applying for Web Portal Account/Applying for a Permit”)

Alternatively,

**Walk-in permit application
intake & permit issuance
ends at 4:00 PM daily.**

Signed Digital Submittals Preferred



DOUGLAS COUNTY
TRANSPORTATION AND LAND SERVICES

RESIDENTIAL BUILDING PERMIT APPLICATION

Permit Center: 140 19th Street NW Suite A, East Wenatchee, WA 98802, Phone: (509) 884-7173

Applicant Information

Project Owner: _____ Phone: _____
Address: _____
Email: _____

Contractor: _____ Phone: _____
License # _____ Exp: _____
Address: _____
Email: _____

Architect/Designer: _____ 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 (**required**): _____

Number of: Stories/Levels: _____	Square feet per:	1 st Level _____
Bathrooms _____		2 nd Level _____
Bedrooms _____		Basement _____
_____		Deck _____
_____		Deck Cover _____
Building Height (ft, in) _____		Covered Porches _____
Existing & proposed impervious surface? _____		Garage/Carport _____

REMINDER:
Electronic
Submittal Preferred

Site Plan is required
for every
application

Is property adjacent to or within a critical area? Which? _____

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: _____
(Must be signed and dated)



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BUILDING PERMIT APPLICATION CHECKLIST RESIDENTIAL CONSTRUCTION

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

Check applicable Plat notes for additional requirements.

Application and Two 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. Both sets of plans must be identical.
4. Online approval will be required for EWWD, 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 for pole buildings greater than 1200 sq.ft.

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

Site plan – To Scale: 1 full size & 1 reduction 8½x11 or 11x17, electronic documents preferred

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. Septic & well locations.
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 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. Prescriptive R factors for Compliance Path 1, 2, or 3 per Table 6-2 or Component Performance Calculations
2. Insulation R-Values for exterior walls, floors, attics, and joist vaults per path.
3. Slab on grade (inside conc. R-10, outside conc. R-12) and thermal breaks per path.
4. Exterior doors (max. U-20) and window U-factors per path.
5. Heat load calculations (obtained from the mechanical contractor) and equipment schedule.

Residential Fire Sprinkler Systems

1. Plat location may require fire sprinkler system, Verify with recorded plat documents.
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.



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ACCESS PERMIT APPLICATION

Douglas County Code is available online www.douglascountywa.net
Go to Title 12.50 Douglas County Road Standards

OFFICIAL USE ONLY

Access Permit #: _____

Building Permit #: _____

____ Not associated with other permits

Section 1 – General Information

Applicant Name: _____

Site Address: _____

City/State _____

Email Address: _____ Phone Number: _____

Assessor's Tax Parcel # _____

Section 2 – Project Details

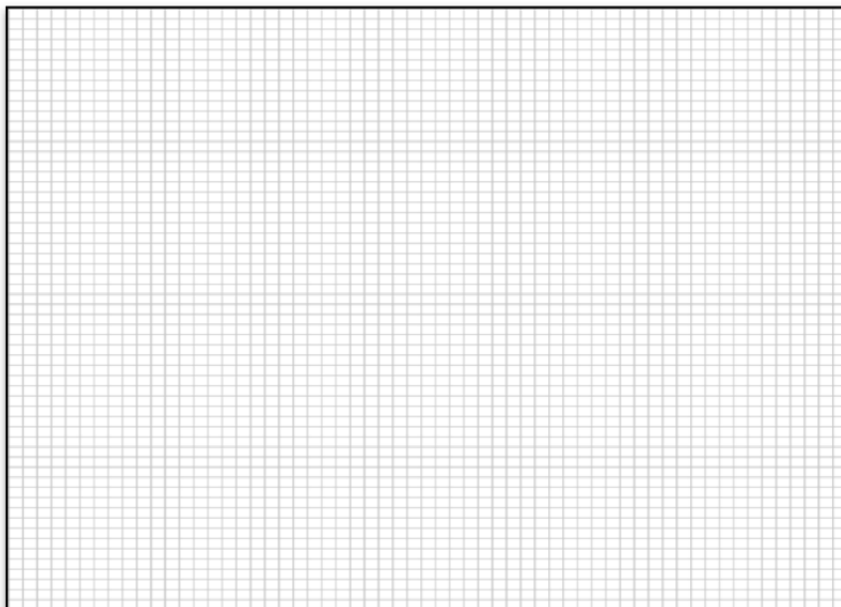
Approach Type: New Existing Improved Temporary

Number of residences to be served by approach: _____

Driveway/Approaches on (Road Name): _____

Nearest Crossroad: _____

Sketch the proposed approach below in relation to crossroads and landmarks or provide separate access site plan on 11x17 or smaller:



Approach Material:

- 6" Cement Concrete (Form Inspection Required prior to pour)
 - WSDOT Type 1
 - WSDOT Type 2
 - Other
- Asphalt (Fig. 4-1, from existing road to edge of right-of-way)
- 6" CSTC when county road is gravel



**This permit is issued for access connection only.
Additional Permits are required for road construction, utilities, and infrastructure construction.**



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ADDRESS REQUEST APPLICATION

Applicant

Property Owner (If different from Applicant)

Name _____
 Mailing Mailing _____
 Address _____
 City _____
 State/Zip _____
 Contact Phone _____
 E-mail E-mail _____

Name _____
 Address _____
 City _____
 State/Zip _____
 Contact Phone _____

Request Type	Type of Building	
New Address	Single Family Residence	Multi-Family
Change of Address	Accessory Dwelling Unit	Commercial Building
Additional New Address	Other	

Parcel #(s) _____
 Name of Subdivision (if applicable) _____
 Access Road Name _____
 Nearest Cross Road Name _____
 Neighbor's Address before Property _____
 Neighbor's Address after Property _____

Applicant or Owner Signature _____ **Date** _____

When returning this application: a \$75.00 fee must be paid (unless waived) AND a legible site plan map must be included. Use Douglas County's [Map Search](http://douglaswa.mapsifter.com/disclaimer.aspx) or Douglas County's [Interactive Web Map](http://gis.douglascountywa.net/flexviewers/Interactive_Web_Map/) to create a site plan map.

COUNTY USE ONLY	Fee:
Received By _____ Date _____	<input type="checkbox"/> Paid <input type="checkbox"/> Waived
New Address _____	Building Permit # _____
City & Zip _____	Address Permit # _____