



## City of Leavenworth

# RESIDENTIAL BUILDING PERMIT REQUIREMENTS REMODELS / ADDITIONS / ROOFS / PLUMBING / MECHANICAL

THIS HANDOUT IS NOT INTENDED FOR CONSTRUCTION OF NEW STRUCTURES

### **BEFORE YOU FILL OUT THE APPLICATION**

If a land use approval or permit, such as a boundary line adjustment, variance, conditional use, shoreline, or other permit (except electrical permit) is required, it must be obtained before the building permit will be issued. Please be aware that in cases where multiple lots of record are in common ownership, a Boundary Line Adjustment to consolidate underlying lots may be necessary prior to making application.

Requirements can be identified during consultation with City Development Services staff or during a pre-application conference. Please contact us at 509-548-5275 to discuss your project and to find out if a pre-application meeting is needed. Such meeting may be provided at no charge to you.

### **REQUIRED DOCUMENTS**

A complete permit application package shall include the following:

- A completed Certification of Ownership/Dedication of Agent form
- A completed Master Permit Application – SEE INSTRUCTIONS PAGE
- A signed General Disclaimer form
- Permit deposit (dollar amount to be provided by the City. The final fee will be calculated and required to be paid at the time of permit issuance)

The following may also be required, depending on the project scope:

- Two (2) complete site plans *drawn to scale*, using the Site Plan Checklist to provide required items
- Two (2) complete sets of building plans, *drawn to scale*, which include:
  - Floor plans
  - Elevation profiles
  - Footing and foundation plans showing original and finish grade
  - Cross sections, as required, to show structural detail and framing layout
  - Details on the siding, roofing, windows, doors, sheet rock, insulation, heating system, wood stove or fireplace(s), smoke detector locations, etc.
  - Design professional (architect and/or engineer) certification, as applicable and as required by the City Building and Code Inspector II (call 509-548-5275 to discuss applicability to your project)
- Mechanical and plumbing plans showing the number and type of plumbing fixtures and specifying the type of mechanical equipment, location and method of installation
- Any other materials or studies as specified by City staff, for example:
  - Utility plans (water, sewer, stormwater)
  - Parking plan
  - Soils / Geotechnical reports
  - Engineered Stormwater plan

**TO AVOID DELAYS IN ISSUING YOUR BUILDING PERMIT, BE SURE THE MASTER APPLICATION FORM IS FILLED OUT IN ITS ENTIRETY, THE SITE PLAN IS ACCURATE AND LEGIBLE, AND YOU HAVE PROVIDED ALL THE INFORMATION REQUESTED.**

### **SNOW, WIND, AND SEISMIC LOADS**

Leavenworth has a required 85-pound per square foot snow load, 115-pound per square foot ground snow load, and 24-inch required footing depth for frost. The seismic zone is “C,” and basic wind speed is 85-MPH, exposure “B.”

### **ELECTRICAL PERMITS AND METER**

Obtain permits from the Department of Labor and Industries: 509-886-6500.

For power meter hookup and load requirements contact the Chelan PUD: 509-548-7761.

## **WATER, SEWER AND STORMWATER**

City water, sewer, and stormwater connection and system buy-in fees, if applicable, shall be paid before or at the time of building permit issuance. Stormwater may be required to be maintained on-site and an engineered stormwater plan may be required. Please contact Development Services staff for information.

A backflow prevention device is required to be installed for the water service in conformance with the City's standard design detail. Yearly inspection of the device is the responsibility of the property owner.

Your paving and/or utility contractor(s) will be required to obtain a Permit to Perform Work in City Street Right of Way (\$100) from the City Public Works department prior to working in streets, alleys, or right of ways.

## **PARKING**

At least one off-street paved surface parking stall must be located on the property of a single family residence and cannot be located within the first 10-feet of the front property line. The parking stall must be at least 8-feet, 6-inches wide by 18-feet long. A solid surfaced driveway connecting the parking to a paved City street is required. The City may provide minimum surfacing requirements and transition details for connecting the driveway to the street, or may consider alternatives.

## **FEES**

Fees are determined using the most current Rate and Fee Resolution adopted by the Leavenworth City Council. A permit deposit is required to be **paid at the time of application submittal**. The deposit is calculated based on the Total Fair Market Value (provided by you) as shown on the Master Application form, and is the estimated Plan Review fee (does not include Permit fee, Mechanical fees, Plumbing fees, Land Use fees, or other permit fees applicable to the project). Subsequent to permit submittal, City staff will calculate the building value to be used for determining fees using the established International Code Council Valuation Data. Upon issuance of the permit, you will be required to pay all additional or remaining fees including, but not limited to, any remaining Plan Review fee (or a credit may be applied), the Permit fee (estimated 154% of the Plan Review fee), Mechanical and/or Plumbing permit fees (based on number and types of fixtures), State surcharge (\$4.50 per residential unit), and any other applicable fees (such as a fence permit fee, utility or other charge).

## **SETBACKS, HEIGHT, AND LOT COVERAGE**

ZONE	FRONT	STREET SIDE*	SIDE†	REAR	REAR W/ALLEY	MAX. LOT COVERAGE	MAX HEIGHT‡
RL6 (6,000)	25'	10' <sup>§</sup>	5'	15'	8'	35%	35'
RL10 (10,000)	25'	15'	8'	15'	8'	35%	35'
RL12 (12,000)	25'	15'	10'	15'	8'	35%	35'
Multifamily Residential	25'	10'	5'	15'	8'	40%	35'

## **CONTACT INFORMATION**

City of Leavenworth (all departments): 509-548-5275

Telephone/TV/Internet Cable Service (Charter Communications): 866-731-5420

Chelan County Fire District #3: 509-548-7711

Chelan County PUD: 509-548-7761

Underground Utility Location: 800-424-5555

\* At least one rear yard setback shall be provided for corner lots.

† Accessory buildings that are smaller than 120 square feet of floor area are allowed within three feet of any side property line which is not a street side yard and/or property line.

‡ Building height is the distance measured from mean grade elevation to midpoint between eaves and ridge.

§ For lots less than 6,000 square feet in area, the street side yard shall be a minimum of five feet.

## **INSTRUCTIONS - filling out the Master Application form**

- **APPLICANT:** The issuance of a permit is only to the owner of the property or their dedicated agent. The person or entity listed as “Applicant” shall be the person or entity designated to receive determinations and notices required under LMC Title 21 or by RCW 36.70B. The applicant is also required to sign for the permit at the time of issuance. If the property owner will have a tenant, contractor, designer, architect, or other party representing them on the permit, the “Optional” section of the Certification of Ownership/Dedication of Agent form must be filled out appropriately in order to dedicate an agent, which allows such person to make the application on the property owners behalf, receive notices associated with the permit, and sign documents.
- **PROPERTY OWNER:** In addition to completing this section of the application, the City requires you submit a Certification of Ownership/Dedication of Agent form in order to verify property ownership.
- **CONTRACTOR:** If construction is to be done by the owner, *and* the work is NOT being performed for the purpose of selling, demolishing, or leasing the property, this section may be filled out as “same as owner.” When the construction is to be done by a person other than the owner of the property, for pay, the contractor is required to be licensed by the State *and* the City. If the contractor is not licensed, a permit cannot be issued. Provide license numbers as indicated on the application (City License number is the State UBI number).

If the project costs more than five-thousand dollars, State law requires that you provide either:

1. The name, address, and phone number of the office of the lender administering the interim construction financing, if any; or
2. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project.

*Refer to RCW 18.27.040 for risks associated with using an unlicensed contractor.*

- **PROJECT INFORMATION:** Provide *complete* information in this section.
  - 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 509-667-6365.
  - Total Fair Market Value is required to be included on the application. This is the value of the project including design, labor, and materials for the construction or improvements to be performed. This is NOT the value of the building used for calculating final fees. Such valuation is determined by the City.
  - Lot coverage means the total ground coverage of ALL structures on a site (including accessory buildings) measured from the outside of external walls or supporting members. Decks, balconies, and at-grade patios do not count toward lot coverage unless covered by a roof. Final lot coverage will be determined by the City.
  - Describe the project in as much detail as possible in the space provided – including intended use of additions, new structures, or improvements (purpose).
- **TYPE OF APPLICATION:** Mark all that apply. READ THE NOTICE AND SIGN THE APPLICATION.
- **APPLICATION SUBMITTAL:** Verify that your application is complete before submitting. You can make an appointment with Development Services staff for review of the submittal at 509-548-5275. Incomplete applications may be delayed or returned to you.

## **WHEN YOUR PERMIT IS ISSUED**

The City will contact you (the person shown as the applicant on the Master Permit form) to inform you when the permit is issued and ready for pick-up. This call will constitute the permit issuance date. Upon issuance of your permit you will:

- Be required to pay all fees associated with the review and issuance;
- Be required to sign your final permit and any associated documents, such as the Notice of Decision, if applicable;
- Receive one set of your original building plans with “red line” corrections as marked by the City. These plans shall be made available to the City building inspector at each inspection and at any time requested;
- Receive a copy of the permit. This shall be kept at the building site in a weather protected manner and in a conspicuous location at all times;
- Be required to call the Department of Development Services to schedule inspections of completed work. The City will not provide final sign-off or a Certificate of Occupancy, if applicable, for projects which have not received all required inspections.



City of Leavenworth  
Department of Development Services

**SITE PLAN CHECKLIST**

Applicant Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

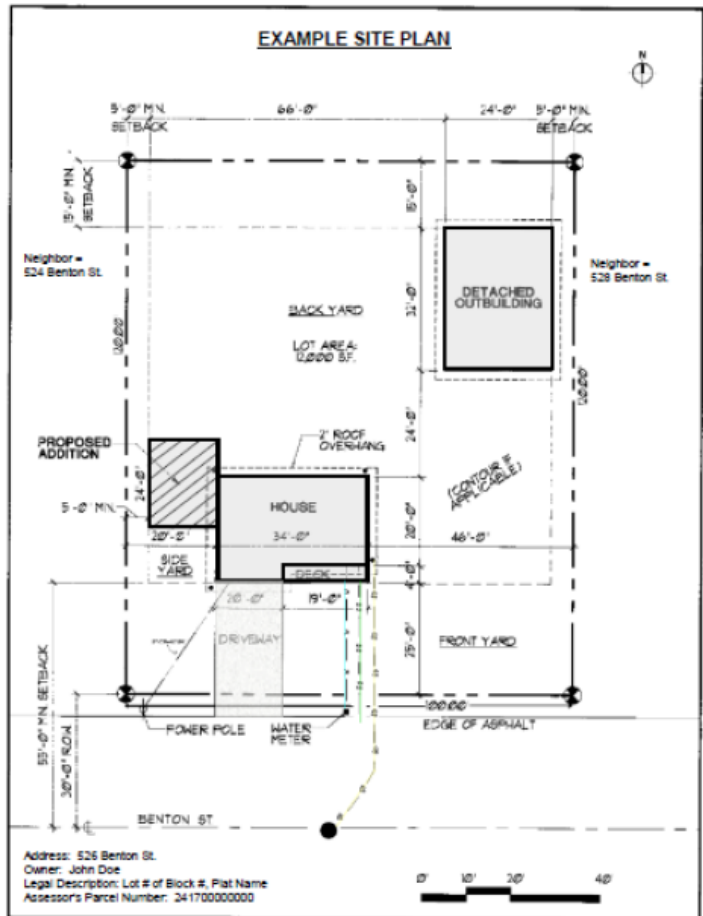
Assessor's Parcel Number: \_\_\_\_\_

Surveyor (if applicable): \_\_\_\_\_ Date Surveyed: \_\_\_\_\_

**All drawing(s) must be on paper capable of being folded for storage in an 8 1/2" x 14" file, and become the property of the City of Leavenworth. Drawing(s) must be of a scale of at least one inch to twenty feet.**

Use the following checklist to ensure that drawing(s) show **all** of the following:

- Lot dimensions and parcel size in feet;
- Location of **all** structures to be developed and retained on the site and their setbacks from all property lines, access easements, and/or public right of way. This includes accessory structures like sheds and carports, regardless of size;
- The location and width of all existing and proposed roads, right-of-ways, driveways, access easements and parking areas (identify parking stalls and dimensions), including edge of existing roads or sidewalks adjacent to the property. Please note that in many cases property lines are NOT at the edge of pavement on City streets;
- The location of all existing and proposed utility infrastructure and easements (ie water, sewer, storm water, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc). Please be aware that the City requires utilities to be undergrounded and the PUD most often requires above-ground vaults, if needed, to be located on private property;
- The location of the one hundred year flood-plain and floodway, and the location of all water courses and the ordinary high water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc), if applicable;
- Address of project site, property owner's name, complete legal description and tax parcel number;
- The locations of garbage and recycle receptacle, mailboxes, flagpoles, fences and any other pertinent features;
- Topographic features (steep slopes, non-buildable areas, existing and finished grades, etc.);
- The location of exterior lights, including their area of illumination;
- The location of snow storage areas;
- Directional arrow indicating North





# Residential GENERAL DISCLAIMER

I, the undersigned, hereby acknowledge that upon issuance of any permit by the City of Leavenworth that I am obligated to comply with any and all laws, ordinances, and regulations governing the type of project permitted whether or not specified in the permit. The granting of a permit or an approval by the City of Leavenworth does not give me or my agents any authority to violate or modify the provisions of any other federal, State, or local law, ordinance, or regulation with respect to regulation of construction, performance of construction, and/or operation of the project.

Regarding property boundaries, I acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. The City of Leavenworth makes no representation as to the accuracy or location of any boundaries related to the project and I, the undersigned, by virtue of issuance of a permit by the City of Leavenworth, agree to defend, hold harmless, and indemnify the City and its agents in any legal action related to property lines or boundaries.

Regarding excavations, I acknowledge that I, my representatives, agents, contractors, and assigns, are subject to the rules of the State of Washington as delineated within RCW 19.122 for ANY excavation. Such rules include, but are not limited to, requirements to use the one-number locator service (800-424-5555) at least 48 hours in advance of excavation, marking of excavation limits, maintaining markings, providing notification to appropriate agencies or utility operators regarding damages, and penalties for non-compliance. I hereby certify that I, and any agent of mine performing excavations, have familiarized themselves and are compliant with, this Chapter of the Revised Code of Washington.

I, the undersigned, hereby agree to pay all fees associated with this permit application as set forth by the City of Leavenworth Fee Schedule or as required by law. I understand that accrual of fees begins at the time of permit submittal, and I agree to pay all applicable fees associated with the processing of this permit, per the City's fee schedule, regardless of whether the permit is issued and/or picked up, or withdrawn or otherwise abandoned. Additionally, I acknowledge that should I request (verbally or in writing) that the review of my application be expedited, that my application may be reviewed, in full or in part, by a party or parties outside of the regular employ of the City of Leavenworth, and I agree to pay any fees which may be associated with this review, *in advance*, when determined feasible by the City, above and beyond the application and permit fees which are set forth by the City of Leavenworth Fee Schedule.

I understand that the fee due at the time of application submittal is considered a deposit toward full cost for processing and is the estimated plan review fee which is non-refundable. I understand that the final costs will be more than the initial fee deposit and that I will be billed for the additional charges.

I understand that the fees for this application will be based on the costs of the project and City employee time spent processing the application per adopted City Fee Schedule. I understand that all outstanding fees are due upon permit approval and issuance.

I understand that receipt of building permit approval does not constitute an entitlement to begin work or guarantee final Certification of Occupancy or permit sign-off by the City. Land use or other permit approvals may be required from City departments and outside agencies for the project. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to, sprinkler permit fees, utility connection fees, and other development fees.

As applicant, I assume full responsibility for all costs leading to discretionary and nondiscretionary approvals incurred by the City in processing this application(s). I hereby certify that I have read and understand the City's fee schedule and the types of fees which may be associated with this application submittal and permitting.

I understand that the application which I am submitting is subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to Leavenworth Municipal Code Chapter 21.07.

***I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS FORM/APPLICATION AND THE ATTACHED OR RELATED FORM(S)/APPLICATION(S) IS TRUE, CORRECT AND COMPLETE.***

\_\_\_\_\_  
Name of Applicant (please print)

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

\_\_\_\_\_  
Signature of Applicant

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# City of Leavenworth

## MASTER APPLICATION

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY—PLEASE PRINT

**APPLICANT:**

Last Name or Business Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY OWNER (if different than applicant):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_  
 Contractor's License #: \_\_\_\_\_ City Business License #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

- A lender has administered/will administer interim construction financing. Information detailing the name, address, and phone number of the lender is attached.
- A payment bond has been/will be issued on behalf of the contractor for the protection of the owner for an amount not less than 50% of the construction cost. Information detailing the name, address, and phone number of the bond company is attached.

**PROJECT INFORMATION:**

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
 Project Description / Use: \_\_\_\_\_

Subdivision/Plat: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_  
 Block #: \_\_\_\_\_ Lot #(s): \_\_\_\_\_ Floor 1 (sq. ft): \_\_\_\_\_  
 If multiple lots, consolidation complete?   Y   N Floor 2 (sq. ft): \_\_\_\_\_  
 Lot Area (sq. ft): \_\_\_\_\_ Floor 3 (sq. ft): \_\_\_\_\_  
 Lot Coverage (%): \_\_\_\_\_ Deck(s) (sq. ft): \_\_\_\_\_  
 Building Height: \_\_\_\_\_ Basement (sq. ft): \_\_\_\_\_  
 # of Bedrooms: \_\_\_\_\_ Garage/Carport (sq. ft): \_\_\_\_\_

**FAIR MARKET VALUE REQUIRED \$** \_\_\_\_\_

A permit deposit is required to be paid at the time of application submittal. Fees are determined using the most current Fee Resolution adopted by the City Council based on the Total Fair Market Value of the project-including materials, labor and design. The deposit fee does not include Permit, Mechanical, Plumbing, Land Use, or other permit fees applicable to the project. Final fees will be determined using the established International Code Council Valuation Data for the building value. Upon issuance of the permit, you will be required to pay all additional or remaining fees including, but not limited to, any remaining Plan Review fee, the Permit fee (estimated 154% of the deposit), Mechanical and/or Plumbing permit fees (based on number and types of fixtures), State surcharge (\$4.50 per residential unit), and any other applicable fees (such as a fence permit fee, utility or other charge).

**PERMIT DEPOSIT** Obtain amount due from City staff \$ \_\_\_\_\_

**Type of Application** Check all that apply:

Commercial     Residential  
 New  
 Addition  
 Remodel  
 Repair  
 Occ. Change  
 Other \_\_\_\_\_

Building  
 Plumbing  
 Mechanical  
 Fire / Safety Sprinkler / Alarm  
 Lighting  
 Demolition  
 Footing / Foundation Prior approval required

Submittal  
 Deferred:  \_\_\_\_\_  
 Estimated  
 Submittal:  \_\_\_\_\_

Fence  
 Sign  
 Architectural Design  
 Parking Lot  
 Grade / Excavation / Fill  
 Other \_\_\_\_\_

Notice: Separate permits and approvals may be required for this project. Every permit shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from date of issuance of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Certification of Occupancy is required prior to occupancy. Issuance of a permit does not authorize any work in public right-of-way or on utility easements. All provisions of laws and ordinances governing the type of project shall be complied with whether specified herein or not. The granting of a permit or an approval does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction, the performance of construction, and/or operation of the project or use. I hereby certify that as a contractor I am currently registered and properly licensed as defined in RCW 18.27 or as a property owner I am exempt from the requirements of the contractor registration (RCW 18.27.090) and will do all my own work or use properly licensed subcontractors (State and City) in connection with the work to be performed under this permit and am not performing the work for the purpose of selling, demolishing or leasing the property. I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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