

Docket/Permit #: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Received By: \_\_\_\_\_



# 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 \_\_\_\_\_

	Submittal Deferred:	Estimated Submittal:
<input type="checkbox"/> Building		
<input type="checkbox"/> Plumbing	<input type="checkbox"/>	
<input type="checkbox"/> Mechanical	<input type="checkbox"/>	
<input type="checkbox"/> Fire / Safety <small>Sprinkler / Alarm</small>	<input type="checkbox"/>	
<input type="checkbox"/> Lighting	<input type="checkbox"/>	
<input type="checkbox"/> Demolition		
<input type="checkbox"/> Footing / Foundation <small>Prior approval required</small>		

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: \_\_\_\_\_