



City of Leavenworth

COMMERCIAL AND MULTI-FAMILY BUILDING PERMIT REQUIREMENTS REMODELS / TENANT IMPROVEMENTS / ROOFS

THIS HANDOUT IS INTENDED FOR SIMPLE PROJECTS WHICH DO NOT INCLUDE ANY BUILDING EXPANSION

BEFORE YOU FILL OUT THE APPLICATION

If a land use approval or permit, such as an architectural design review, variance, conditional use, shoreline, grade/excavation/fill, or other permit (except electrical permit) is required, it must be obtained before the building permit will be issued. These special approvals and permit requirements are usually identified during a pre-application conference with the City. Please contact Development Services Department staff to discuss your project and to find out if a pre-application meeting is required.

Please note that ANY exterior alteration to buildings in the commercial zone districts, including replacing roofing, is subject to compliance with the city's Old World Bavarian Alpine Theme and may require one or more permits. DO NOT schedule work until you have consulted with the Development Services Department at the City at 509-548-5275.

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:

- Four (4) complete site plans *drawn to scale*, using the Site Plan Checklist to provide required items
- Four (4) 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:
 - Lighting Permit Application
 - Architectural Design Permit Application
 - Sample of roofing materials to be used
 - Sign Permit Application
 - Landscaping / Irrigation plans
 - Utility plans (water, sewer, stormwater)
 - Parking plan
 - SEPA Checklist and Project Mitigation Agreement / Manual
 - 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

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

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

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).

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

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: _____

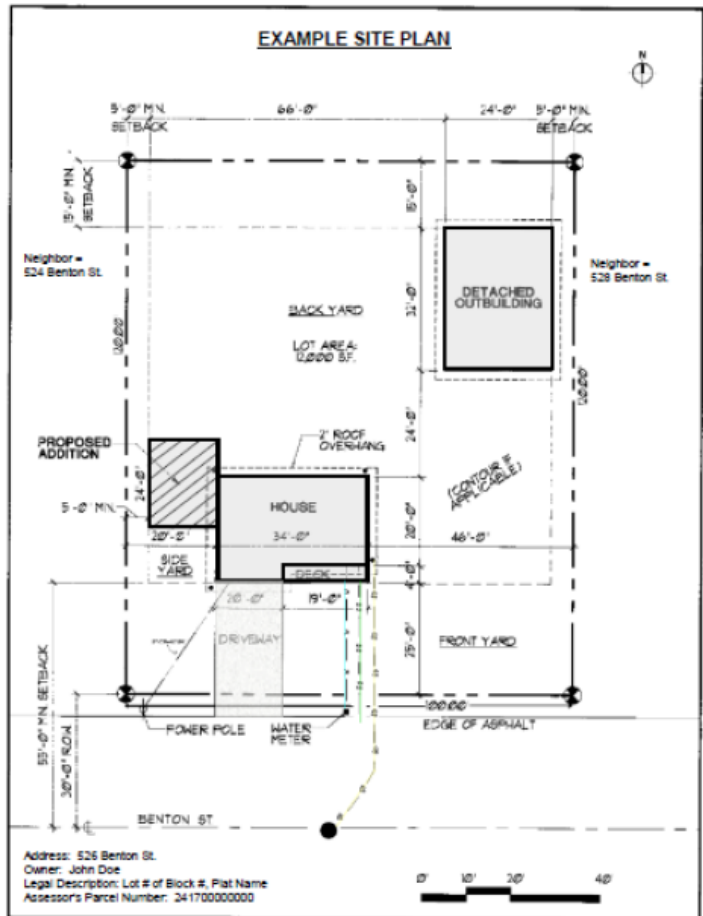
Assessor's Parcel Number: _____

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





COMMERCIAL / MULTI-FAMILY BUILDING PERMIT GENERAL DISCLAIMER CITY OF LEAVENWORTH

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 initial fee is considered a deposit toward full cost for processing. 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 also employee time spent processing the application per adopted City Fee Schedule. I understand that staff processing time is applicable to all divisions of the Development Services Department. This includes, but is not limited to, reviewing plans/submittal packages; routing plans to and communicating with interoffice departments and outside agencies; researching documents relative to site history; conducting site visits; consulting with applicant and/or other interested parties either in person or by phone; preparing environmental documents; drafting staff reports and required notices; performing clerical functions; postage; public posting fees; preparing pertinent maps, graphs, and exhibits; and attending meetings/public hearings before the Leavenworth Hearing Examiner and/or City Council, as applicable.

All outstanding fees are due upon permit approval and issuance, or upon completion of plan review if a permit is not issued or withdrawn, however, the City may bill prior to this time for items such as administrative costs and non-building staff plan review.

I understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Nondiscretionary approvals may be required from City departments and outside agencies. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to, building permit fees, map check fees, other development impact fees, and utility connection 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 requested a copy of, and have read and understand the City's fee schedule.

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)

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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CERTIFICATION OF OWNERSHIP / DEDICATION OF AGENT

I, (print full name) _____ hereby certify that I am the property owner or authorized officer of the corporation owning property described in the attached application and I have familiarized myself with the rules and regulations of the City of Leavenworth with respect to making this application and that the statements, answers, and information contained therein are in all respects true and correct to the best of my knowledge and belief. Further, I possess full legal authority and rights necessary to exercise control over the subject property and have attached documentation showing proof that I have authority to sign my consent to any and all matters associated with the property if I am not the sole owner. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Address: _____

City and State: _____ Zip Code: _____

Phone: _____ Email: _____

Signature: _____ For: _____
(Owner/Authorized Agent) (Corporation or Company Name)

ACKNOWLEDGEMENT IN A REPRESENTATIVE CAPACITY

State of _____ }
} ss.
County of _____ }

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she/they signed this instrument, on oath stated that he/she/they was/were authorized to execute the foregoing instrument, and acknowledged it as the (title/capacity) _____ of (company/institution name) _____ to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Dated this _____ day of _____, 20____.

Signature
NOTARY PUBLIC in and for the State of _____

Printed Name

My Appointment Expires: _____

Optional:

Furthermore, I (print full name) _____, give my consent that the following named party (person or entity) is authorized to sign as my agent in any and all matters regarding application for permitting of (name project) _____ with the City of Leavenworth and is dedicated by me to be the only person or entity to receive determinations or notices as required by law.

My Representative: _____

Address: _____ City and State: _____ Zip Code: _____

Phone: _____ Email: _____