



**City of Leavenworth**  
700 Highway 2 / Post Office Box 287  
Leavenworth, Washington 98826  
(509) 548-5275 / Fax: (509) 548-6429  
Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

## Residential Plumbing or Mechanical Application

Please print with blue or black ink or use auto-fill to complete.

### **Site Information**

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Application Date: \_\_\_\_\_ Project Scope (Plumbing or Mechanical): \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_

### **Applicant** *(the owner or person authorized by the owner to make application and sign)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Business Name: *(if applicable)* \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Contractor** *(if different from the applicant)*

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Contractor's License#: \_\_\_\_\_ UBI Business License#: \_\_\_\_\_  
Business Name: *(if applicable)* \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Property Owner** *(if different from the applicant)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **REQUIRED DOCUMENTS**

A complete permit application package shall include the following:

- A completed application and fees
- Mechanical and plumbing plans, one set, showing the number and type of plumbing fixtures and specifying the type of mechanical equipment, location and method of installation
- Any other materials as specified by City staff, for example, a utility plan

### **Acknowledgements:** \_\_\_\_\_

*The City of Leavenworth will review your application and notify you if there is a need for additional information.*

*No work should occur, except in cases of emergency, without first obtaining an approved permit.*

*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.*

*I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give 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. By signing, I hereby certify that I am the property owner or authorized to sign on behalf of the owner. I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Resources:**

- Department of Labor and Industries for electrical permits: 509-886-6500
- Chelan PUD for meters and load capacity: 509-548-7761
- Public Works for backflow and capacity questions: 509-548-5275