



City of Leavenworth

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

Building Permit Application

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

Site Information

Project Address: _____ Parcel Number: _____
Application Date: _____ Project 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 not using a contractor, check box)

Contact Name: _____ Business Name: _____
Contractor's License#: _____ UBI Business License#: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Phone: _____ Email: _____

Architect/Designer

Contact Name: _____ Business Name: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Phone: _____ Email: _____

Engineer (additional Engineers, add sheet)

Contact Name: _____ Business Name: _____
Contractor's License#: _____ UBI Business License#: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Phone: _____ Email: _____

Property Owner (if different from applicant)

Last Name: _____ First Name: _____
Mailing Address: _____ City: _____ State: ___ Zip: _____
Phone: _____ Email: _____

Project Information

Lot Area _____ sq. ft. Lot Coverage _____ sq.ft. % Number of Bedrooms _____ Bathrooms _____
(if applicable, existing/new)

Estimated Fair Market Value \$ _____ (required) *A permit deposit is required to be paid at the time of application submittal. Final fees are based on the City Fee Resolution based on the total Fair Market Value of the project – including materials, labor and design, as determined by the City. The deposit fee does not include all required fees which will be determined using the City Fee Resolution and submitted plans. Upon issuance of the permit, additional fees will be required to be paid in full, including but not limited to Plan Review fee, State fees, Public Works fees and any outsourced fees (known at the time of issuance). Additional fees may be required, particularly for outsourced stormwater work, prior to issuance of a final occupancy.*

Cross Connections, mark all that apply: *Underground sprinkler* *Swimming pool/hot tub* *Water cooling system*
Water softener *Fire suppression system* *Water connected radiant floor heat* *Boiler*
Booster pump, well pump, any other type of water pump

Type of Application (check all that apply)

Commercial Residential
New Addition Remodel Repair Occ. Change
Other: _____

Type of Permit (check all that apply)

Building Plumbing Mechanical Manufactured Structure
Demolition Footing/Foundation Retaining Wall Pool Parking Lot
Other: _____

Other Required Documents

- Site Plan, see Site Plan Checklist
- Building Plans – see Building Handouts
- Mechanical and Plumbing Plans
- Water and/or Sewer Connection Application
- Washington State Residential Energy Code Compliance Form
- Other plans, reports or materials may be required – see handout for details

Acknowledgements

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.

I understand that accrual of fees begins at the time of permit submittal and may include pass-through fees, including but not limited to the City Engineer, and all staff processing time per the adopted City Fee Schedule, and any utility fees; furthermore, 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. Fees are due at the time of submittal, permit issuance, or upon completion of plan review if a permit is not issued or withdrawn, at the time of billing for pass-through review activities, and, if necessary, or prior to final occupancy. See Building Handout and City Fee Schedule for more information.

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.

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.

Regarding property boundaries, I acknowledge that the only accurate way to locate property lines is by a land survey conducted by a licensed professional. It is my responsibility to accurately define the property boundaries which may require working with a professional surveyor.

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: _____

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.

Contractor Signature: _____ Date: _____