



**City of Leavenworth**  
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[www.cityofleavenworth.com](http://www.cityofleavenworth.com)

## Commercial Permit Supplemental

*TO AVOID PERMIT PROCESSING DELAYS, PROVIDE ALL REQUESTED INFORMATION*

### **BEFORE YOU BEGIN**

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 Community Development 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 Community Development.

### **REQUIRED DOCUMENTS CHECKLIST**

- Completed Building Permit Application
- Permit deposit, if required, will be calculated by City staff. Pass through costs may be required. Final fee will be calculated and due at the time of permit issuance.
- Electronic submittal is encouraged; however, staff may require hard copies. Plans, either electronic or paper, shall be to scale (not scanned reproductions) and include all items in the Site Plan Checklist.
- Building plans which include:
  - o Floor plans
  - o Elevation profiles
  - o Footing and foundation plans showing original and finish grade
  - o Cross sections, as required, to show structural detail and framing layout
  - o Details on the framing, siding, truss specifications, roofing, windows, doors, sheet rock, insulation, heating system, wood stove or fireplace(s), smoke detector locations, etc.
  - o Design professional (architect and/or engineer) certification, as applicable and as required by the City Building Official
- Mechanical and plumbing plans showing the number and type of plumbing fixtures and specifying the type of mechanical equipment, location and method of installation
- Completed Water Connection Application form
- Completed Sewer Connection Application form
- Completed Washington State Residential Energy Code Compliance Worksheets (<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx#EnergyCodeWorksheets>)
  - o "Prescriptive Energy Code Compliance for All Climate Zones in Washington"
  - o "Window, Skylight and Door Schedule"
  - o "Simple Heating System Size: Washington State"
- Utility Plan - including locations of water, sewer, and stormwater plan (please be aware that an engineered stormwater plan may be required at the discretion of the City)
  - Any other materials or studies as specified by City staff, for example:

|                     |                              |                  |
|---------------------|------------------------------|------------------|
| Parking plan        | Soils / Geotechnical reports | Hydrology report |
| Wetland Delineation | Other                        |                  |

\* See, site plan checklist: A drawing with dimensions at a specific ratio relative to the actual size of the object drawn - for example on graph paper.

## **GENERAL INFORMATION**

### **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 "D," 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:**

Separate applications may be required for water and sewer connection. 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 Work in the Right of Way Permit from the City Public Works department prior to working in streets, alleys, or right of ways.

### **DESIGN AND ZONING REQUIREMENTS:**

The regions weathering conditions are severe. Winter design temperature is 5 degrees. Ice Barrier Under-lament is required. The region is rated with a moderate to heavy potential for termites. Areas of the community are rated as flood hazards. High water table may exist and require Geological Assessments or Technical Reports prior to construction.

Adopted Codes are found online at <https://www.codepublishing.com/WA/Leavenworth/>. Requirements can be identified during consultation with Community Development staff or during a pre-application conference. Please contact us to discuss your project and to find out if a meeting is needed, at no charge to you.

### **FEES:**

Fees are determined using the most current Rate and Fee Resolution adopted by the City Council. A permit deposit may be required to be paid at the time of application submittal. The deposit is calculated based on the Total Fair Market Value you provide, and is the estimated Plan Review fee only and therefore may not be refundable.

### **OTHER CONTACTS:**

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 or 811

## **INSTRUCTIONS**

FOR FILLING OUT THE BUILDING PERMIT APPLICATION FORM

**INACCURATE INFORMATION OR INFORMATION NOT PROVIDED MAY DELAY PERMIT PROCESSING**

**BEFORE YOU FILL OUT THE APPLICATION:** You are encourage to contact the city to review your project and identify which permits may be required prior to submittal.

**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 and is 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, this must be noted on the application.

**CONTRACTOR:** If construction is to be done by the owner, the work must NOT be performed for the purpose of leasing or selling the property. When the construction is to be done by a person other than the owner of the property, the contractor is required to be licensed by the State *and* the City. If the contractor information is not provided on the application and/or is not licensed, a permit cannot be issued. Provide license numbers as indicated on the application (City License Number is the same as the Washington State UBI Number). *Refer to RCW 18.27.040 for risks associated with using an unlicensed contractor.*

**PROJECT INFORMATION:** Provide *complete* information in this section.

**Project Address** is the location of the construction. If an address has not been assigned to the property, provide a location description.

**Parcel Number** is a 12-digit number listed on the top right corner of your property tax statement. It will start with the numbers 2417 or 2418. The number can also be obtained by calling the Chelan County Assessor's office at (509) 667-6365, or visiting the "Parcel and Sales Search" option on the County Assessor's web page. The number may be referred to as the Geographic ID.

**Project Description / Use** is a description of what you are proposing to construct and for what purpose. Describe the project in as much detail as possible in the space provided – including intended use of additions, new structures, or improvements (purpose).

**Lot coverage** means the total ground coverage of all structures on a site (including accessory buildings) at completion of your project. Lot coverage is the area of all structures measured from the outside of external walls or supporting members (like covered porch post supports). Decks, balconies, and at-grade patios do not count toward lot coverage unless covered by a roof supported by that structure - in other words, may be covered or partially covered by the main eave overhang but not have a separate roof). Final lot coverage will be determined by the City. For additions or remodels you can report this as an existing number + new (ie. 1200 SF ex. + 400 SF new).

**Number of Beds, Baths and Square Footage** means for the project you are proposing. For additions or remodels you can report these as existing + new (ie. # of Bathrooms: 1.5 ex. + 1 new).

**Estimated Fair Market Value** is the value of the building project - including design (architect, engineer, etc), labor, and materials for the construction or improvements to be performed. This is NOT the value of an existing building or the value used for calculating final fees. Such valuation is determined by the City. You are required to include a value on the application. Getting one or more bids on the project, including labor and materials, and including the cost of architectural plans is the best way to estimate the Fair Market Value.

**TYPE OF APPLICATION:** Mark all that apply.

**READ the acknowledgments** at the bottom of the Application and **SIGN THE APPLICATION.**

**TO SUBMIT YOUR APPLICATION:** Applications are encouraged to be submitted electronically; however, staff may require hard copies. Verify that your application is complete before submitting. Although not required, you may call Community Development staff to find out the permit deposit amount and a time to submit the application. 509-548-5275. Make sure to documents to avoid processing delays or returned applications.

**PERMIT PROCESSING:** Permits are processed in the order received. Processing time is dependent on the number of projects under review, the complexity of your project, and how complete and accurate your submittal is. Requested information which is not provided requires time of staff to complete or request.

If you are requested to correct, complete, or provide information or plans, review of your project will cease until such time that the requested information or plans are submitted.

Building, Planning and Public Works or other staff may need to review your project. Such reviews may or may not occur concurrently. Staff may contact you or your dedicated agent with questions at differing times during review of your project (for example, Building staff may contact you or your architect or engineer regarding Building Code questions and complete Building review before Planning and Public Works staff has reviewed the project).

**FEES:**

The accrual of fees begins at the time of permit submittal, and by submitting the applicant agrees to pay all applicable fees associated with the processing of the permit, per the City's Fee Schedule, regardless of whether the permit is issued and/or picked up, or withdrawn or otherwise abandoned. Additionally, parties outside the regular employment of the City of Leavenworth may be used to review the permit and these (pass-through) fees will be the responsibility of the applicant above and beyond the application and permit fees which are set forth by the City Fee Schedule.

Staff time may be billed to the application, per the City's Fee Schedule, and may include 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, as applicable.

**WHEN YOUR PERMIT IS ISSUED:**

The City will contact you to inform you when the permit is issued and ready for pick-up and the fees due. This call will constitute the permit issuance date. Upon issuance of your permit you must:

- Pay all remaining fees associated with the permit review and issuance;
- Pay for any City utilities. The City does not have a payment plan option for Sewer, Water and Stormwater fees;
- Sign your final permit and any associated documents, such as the Notice of Decision, if applicable;
- Schedule a pre-construction meeting for all new buildings or construction that requires working in the right-of-way.
- Keep one set of your original building plans with "red line" corrections as marked by the City and any Notice of Decision or other documents issued on the project site and available to the City inspector(s) at each inspection, and at any time requested.
- Always keep a copy of the permit and inspection schedule at the building site in a weather protected manner and in a conspicuous location until the project is complete.
- Call the Community Development to schedule inspections of completed work. Work must begin and be inspected within 180 days of permit issuance in order to keep the permit active. If your project is delayed, please call the City to discuss.
- The City will not provide final sign-off or a Certificate of Occupancy, if applicable, for projects which have not received all required inspections and completed all work shown within the building plans or required as a Condition of Approval of the permit.