



DOUGLAS COUNTY
TRANSPORTATION AND LAND SERVICES

RESIDENTIAL BUILDING PERMIT APPLICATION

Please submit this application and all pertinent information to:

Applicant Information

Permit Center
140 19th Street NW Suite A
East Wenatchee, WA 98802
Phone: (509) 884-7173 • Fax: (509) 886-3954

OFFICIAL USE ONLY

Permit No

Property Owner: _____ Phone: _____

Address: _____

Contractor: _____ Phone: _____

License # _____ (provide copy) Exp: _____

Address: _____ State/Zip: _____

Architect: _____ Phone: _____

Address: _____ State/Zip: _____

Engineer: _____ Phone: _____

Address: _____ State/Zip: _____

Lending Institution: _____ Phone: _____

Address: _____ State/Zip: _____

Use & Occ. R3 or U

Land Description

Site Address: _____ Parcel Number: _____

Legal Description: _____ Lot Size: _____ (acres) Zoning: _____

Section _____ Township _____ Range _____ Shoreline Designation: _____

Project Description: _____

Value of Project (required):\$ _____ Sewer/Septic Permit # _____

Number of: Stories/Levels: _____ Square feet per: 1st Level _____

Bathrooms _____ 2nd Level _____

Bedrooms _____ Basement _____

_____ Deck _____

Deck Cover _____

Building Height (ft, in) _____ Covered Porches _____

Garage _____

Is property adjacent to, or within a critical area? _____ Which? _____

If along shoreline: Cubic yards of fill/grade outside of building footprint: _____ Existing & proposed impervious Surface: _____ sq. ft.

The applicant/property owner agrees to pay all plan review fees and all expenses and costs incurred by the Department. In the event the applicant cancels or postpones the permit application, plan review fees already incurred shall be paid in full. Further, all unpaid fees, expenses and costs shall constitute a lien on the subject real property and the Building Official is hereby authorized to record a notice of lien with the Douglas County Auditor.

I hereby certify that to the best of my knowledge all submitted information is correct and that the construction, occupancy, and use of the above described property will be in accordance with the laws, rules, and regulations of the State of Washington and Douglas County.

Signature of Owner/Agent: _____ Date: _____

(Must be signed and dated)



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BUILDING PERMIT APPLICATION CHECKLIST RESIDENTIAL CONSTRUCTION

Critical Area Reports & Shoreline Profiles: Prior to plan design and submittal check with Land Services to determine if required.

Check applicable Plat notes for additional requirements.

Application and Two Complete Sets of Construction Plans – Be sure that:

1. All the lines are filled out with appropriate information or N/A.
2. Application signed and dated.
3. Both sets of plans must be identical.
4. Online approval will be required for EWWD, CDHD, DCSD, DCFD, DC Eng., and DC Tran prior to permit issuance.

BUILDING PLAN CHECK LIST VERIFY THAT THE FOLLOWING INFORMATION IS INCLUDED

Site plan – To Scale:

1. Lot dimensions.
2. Property lines.
3. All existing and proposed structures, including retaining walls.
4. Set-backs (distance) to property lines and existing structures.
5. Driveways and access easements.
6. Utility easements.
7. Any steep slopes (30% or greater- per IRC-403.1.7) and or fill areas.
8. Location of liquid petroleum (LPG) gas tanks. Indicate distance from LPG tank to any opening in house wall or foundation as well as any source of spark ignition and nearby property lines.
9. Critical area buffers.
10. Ordinary high water mark.
11. PUD Easement Lines (G and or K as applicable) - Contact Chelan PUD 509-661-4244

Exterior Elevations – To Scale:

1. Finish floor level and finish grade at exterior.
2. Location of windows and doors.
3. Type of siding, roofing and roof pitch.
4. Chimney locations and height.
5. Provide profile or elevation for sloping lots. Show original and proposed grade (building height is measured from original grade).
6. Slope of driveway (percentage of slope equals difference in elevation between garage slab and roadway, divided by length between garage and roadway).

Footing and Foundation – To Scale (feet and inches):

1. Footing and foundation layout. Include all structural dimensions.
2. Provide section view of footing and foundation including height and width, foundation plate, anchor bolt and depth below finished grade. Show reinforcing and specify size.
3. Show all thickened slab supporting bearing walls.
4. Show all pier pads and supporting beams.
5. Show thermal breaks between conditioned slabs and non-conditioned slab areas.
6. Show all components of the foundation ventilation.

Floor Framing Plan – To Scale:

1. Show all size, types and spacing of joist and beams.
2. Provide location and size of all beam supports and pads.
3. Show location and size of crawl space access.

Floor Plan – To Scale:

1. Provide a floor plan of each level – designate room use and include all structural dimensions.
2. Plans for an addition must include a plan of rooms in existing areas adjacent to new addition.
3. Include all door (incl. porch landing) and window locations and sizes.
4. Bedrooms require at least one (1) egress window.
5. Provide location of smoke alarms and carbon monoxide alarms.
6. Stairway locations and details, including landings, rise and run (split landings not permitted).
7. Guardrail and handrail details.
8. Decks and exterior roof covers, including all framing details, ledger attachment, anchoring, and dimensions.
9. Location of exhaust fans and access to the attic.
10. Plumbing fixtures, fireplaces, counters, fuel burning devices, laundry equipment, hot water tank, furnaces and other appliances.

Roof Framing Plan:

1. Joist and rafter size / spacing and beam sizes / locations.
2. Truss system: Include site specific truss layout in plans with specifications sheet, or a site specific truss letter from the truss manufacturer indicating proper snow load with the specification and layout sheet to follow prior to framing inspection. **Site built trusses not permitted.**
3. Skylight locations.

Exterior Wall, Roof & Foundation View Section Plan – Sections through exterior wall showing:

1. Connection details of all critical construction points.
2. Finish floor to finish ceiling heights.
3. Footing and foundation wall.
4. Location and size of footings/piers.
5. Show finished grade and depth of footings.
6. Crawl space height measured from ground cover to lowest beam and floor joist.
7. Floor joists size and spacing.
8. Studs – size, spacing.
9. Wall Sheathing.
10. Roof framing details.
11. Ceiling joists – size and spacing.
12. Trusses/Rafters – size, spacing and attic ventilation.
13. Roof sheathing and covering.
14. All floor, wall and ceiling insulation, expressed in R values

Energy Code Compliance (Carry details to plan sheets)

1. Prescriptive R factors for Compliance Path 1, 2, or 3 per Table 6-2 or Component Performance Calculations
2. Insulation R-Values for exterior walls, floors, attics, and joist vaults per path.
3. Slab on grade (inside conc. R-10, outside conc. R-12) and thermal breaks per path.
4. Exterior doors (max. U-20) and window U-factors per path.
5. Heat load calculations (obtained from the mechanical contractor) and equipment schedule.

Residential Fire Sprinkler Systems

1. Plat location may require fire sprinkler system, Verify with recorded plat documents.
2. If other than loop system, a double check valve is required and must be tested prior to occupancy.

Storm Water Pollution Prevention Plan (SWPPP) – Contact DC Transportation for Details

1. A SWPPP is always required adjacent to a shoreline and may be required in other locations prior to issuance of a building permit.
2. The lot owner is responsible for taking measures necessary to prevent sediment from discharging on to the public right-of-way and/or adjacent properties.
3. Discharge of storm water and/or sediment on to the public right-of-way and/or adjacent properties shall result in revocation of the building permit, until such time that:
 - a. Corrective action has been taken to prevent further discharges,
 - b. Sediment has been cleaned from the roadway and storm systems,Damage to adjacent properties is addressed to the satisfaction of Douglas County.



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BUILDING PERMIT INFORMATION

- **OWNER:** The issuance of a permit is only to the owner of the property, or their licensed contractor.
- **CONTRACTOR:** When the construction done is by a person other than the owner of the property, for pay, the contractor is required to be licensed by the state and be listed on the application. If the contractor is not licensed, state law prohibits the county from issuing the permit.
- **LEGAL DESCRIPTION & PARCEL #:** 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 745-8521 or 884-7954. The legal description is: a lot, block and subdivision or metes and bounds description found on your property deed.
- **SITE PLAN:** A complete fully dimensioned site plan must be included. It will show the exact location of the new building in relationship to all property lines and existing buildings, etc. Also include the location of the septic tank and drainfield (see site plan checklist and example for further details).
- **REQUIRED HEIGHT, SETBACKS & CRITICAL AREA STANDARDS for RESIDENTIAL USES:**
Contact the Land Services Department to determine how the following standards apply to your project:
 - Maximum Building Height: ____'. Yard Setbacks: Front: ____' Sides: ____' Rear: ____'.
 - Within or Adjacent to Critical Areas: Yes No.
 - Within Shoreline Jurisdiction? Yes No. If yes, Shoreline Designation: _____.
 - Geologically Hazardous Area: Yes No. If yes, is a report required? Yes No.
 - Lot Coverage Or Floor Area Ratios? _____ • Landscaping or Design Standards? _____
- **SEPTIC SYSTEM:** If you need a septic system, contact the Chelan-Douglas Health District prior to submittal of a building permit. Applications can be picked up at the Health District office, located at 200 Valley Mall Parkway, East Wenatchee, 886-6450.
- **ELECTRICAL PERMIT:** Obtain permits from the Department of Labor and Industries, 519 Grant Road, East Wenatchee, 886-6500.
- **DRIVEWAY PERMIT:** Permits are required from the Transportation & Land Services if a new approach is constructed or an existing approach altered. Provide plot plan and driveway location showing the length and difference in elevation between the edge of the roadway and the finished garage floor (oil & gravel). 884-7173
- **WATER METER:** The East Wenatchee Water District, at 692 Eastmont Ave, East Wenatchee, 884-3569
- **SEWER HOOKUP:** The Douglas County Sewer District, at 692 Eastmont Ave, East Wenatchee, 884-2484
- **ELECTRICAL METER HOOKUP:** Contact the Douglas County PUD at 1151 Valley Mall Parkway, 884-7191. You must sign a CSR in advance of receiving power. Manufactured Homes: Hookup will require a copy of your manufactured home installation permit.
- **OTHER:**
 - Greater Wenatchee Irrigation District, 884-4042
 - Wenatchee Reclamation District, 663-0002

REFER TO BUILDING PERMIT APPLICATION CHECKLIST FOR BUILDING PLAN SUBMITTAL REQUIREMENTS.