

**DOUGLAS COUNTY
TRANSPORTATION AND LAND SERVICES**

**COMMERCIAL/INDUSTRIAL
BUILDING PERMIT
APPLICATION**

Application
received: _____ by: ____

140 19th Street N.W.
East Wenatchee, WA. 98802
(509) 884-7173

Please submit this application and all pertinent information to the Permit Center office

PROPERTY OWNER

NAME:

ADDRESS:

PHONE:

LENDING INSTITUTION:

ARCHITECT:

ENGINEER:

CONTRACTOR

NAME:

LICENSE NUMBER:
(ATTACH A COPY OF LICENSE)
ADDRESS:

PHONE:

PHONE:

PHONE:

PROJECT ADDRESS:

PARCEL NUMBER:

LOT SIZE:

ZONING:

SECTION TOWNSHIP RANGE

SETBACKS: FRONT SIDE REAR

DESCRIBE PROJECT:

OTHER STRUCTURES:

VALUE OF PROJECT:

NUMBER OF STORIES/LEVELS:

RESTROOMS:

HEIGHT:

SQUARE FEET IN BUILDING: TOTAL:

1ST LEVEL:

SECOND LEVEL:

TOTAL SQ. FT. OF IMPERVIOUS SURFACE: BLDG ROOF:

PARKING:

DRIVEWAY:

excluding landscaping and natural areas (grass)

THIS PROJECT MAY BE SUBJECT TO THE ARCHITECTURAL STANDARDS OF THE AMERICAN WITH DISABILITIES ACT OF 1990 (ADA). ISSUANCE OF A BUILDING PERMIT DOES NOT CERTIFY COMPLIANCE WITH THIS FEDERAL STATUTE. COPIES OF THE GUIDELINES INFORMATION CONCERNING THE ADA MAY BE OBTAINED THROUGH THE ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD, 1-202-653-7834 (VOICE/TDD) OR 1-800-USA-ABLE. FAILURE TO COMPLY WITH THE ADA MAY RESULT IN FEDERAL FINES AND PENALTIES.

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: _____ DATE: _____

SPECIAL APPROVALS

WATER: _____ SEWER: _____ IRRIGATION: _____

HEALTH DEPT. TANK # _____ PUBLIC WORKS: drainage _____ access: _____

PLANNING: Setbacks, Height, Signs, Parking, Landscaping, Other: _____

BUILDING PERMIT APPLICATION CHECKLIST

_____ Application form completed

_____ Special approvals are **signed**

_____ Plans are complete (submit 2 complete sets for review)

_____ Plot plan

_____ Elevation of Natural Grade: show height of building

_____ Floor plan:

_____ Foundation Plan:

_____ Section View

_____ Structural Details: rafters, joists, studs, beams, etc.

_____ Truss Engineering Specifications sheet or truss

verification letter

_____ Insulation Details: roof, walls, floor

_____ Window Schedule: types, sizes, U-Values, (glazing class)

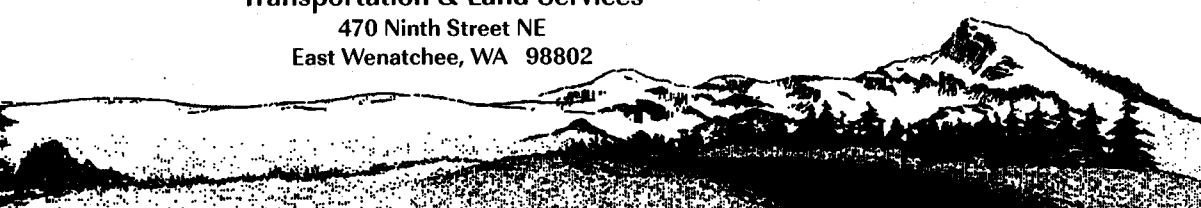
_____ Heat Load Calculations

_____ Heating Equipment Specifications: size, type, brand

_____ Wood Stove Specifications: brand, model, installation

details

Douglas County
Transportation & Land Services
470 Ninth Street NE
East Wenatchee, WA 98802



Jim Baker
Administrator
Transportation
& Land Services

Phone:
(509) 884-7173

Peter Ringsrud
County Engineer

Phone:
(509) 884-7173

Mark Kulaas
Land Services
Director

Phone:
(509) 884-7173

- **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 and PARCEL NUMBER:** 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.
- **PLOT PLAN:** A complete fully dimensioned plot 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.
- **REQUIRED SETBACKS FOR RESIDENTIAL USES:** The following is a basic guide to the required setbacks from property lines:
 - FRONT: Twenty-five feet from the street right of way or 55 feet from centerline, whichever is greater.
 - SIDE: Five feet, including eaves, from property line.
 - REAR: Fifteen feet from the rear property line.
 - MAXIMUM RESIDENTIAL HEIGHT REQUIREMENTS: Thirty feet from the natural existing grade, except when located within 200 feet of shoreline, then it is 25 feet.
- **SEPTIC TANK:** If you need a septic tank, contact the Chelan-Douglas Health District prior to issuance of a building permit. Applications can be picked up at the Health District office, located at 200 Valley Mall Parkway, East Wenatchee. The phone number is (509) 884-6450.
- **ELECTRICAL PERMIT:** Obtain permits from the Department of Labor and Industries, 519 Grant Road, East Wenatchee or phone 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 and gravel). Contact 884-7173.
- **WATER METER:** The East Wenatchee Water District at, 692 Eastmont, 884-3569.
- **SEWER HOOKUP:** The Douglas County Sewer District, at 692 Eastmont, 884-2482.
- **ELECTRICAL METER HOOKUP:** Contact Douglas County PUD at 1151 Valley Mall Parkway, 884-7191. You must sign a CSR in advance of receiving power. MOBILE HOMES: Hookup will require a copy of your manufactured home installation permit.
- **OTHER PHONE NUMBERS:** Greater Wenatchee Irrigation District 884-4042, Wenatchee Reclamation District 663-0002.

Fax:
(509) 884-9447

TO AVOID DELAYS IN ISSUING YOUR BUILDING PERMIT, BE SURE THE APPLICATION FORM IS FILLED OUT IN ITS ENTIRETY.

Internet:
www.douglascountywa.net