



BUILDING PERMIT APPLICATION INSTRUCTIONS

FOR INFORMATIONAL PURPOSES ONLY

Applications for permit must be complete in order to be processed. All necessary forms are available from City Hall. Applications that are deemed incomplete will not be processed until all of the following items are submitted.

The following must be completed prior to application for building permit: (Please allow approximately 30 days for the following approvals)

- Preliminary Site Analysis and Critical Areas Evaluation
- Complete Preliminary Site Analysis Water and Sewer Approval
- Address and Access Approvals

Upon completion of the items listed above, the following items will be required to apply for a Building permit Application;

- Completed building permit application
- Complete set of Plans
 - Minimum size of 11x17
 - Drawn to scale
 - Must include:
 - Site Plan drawn to scale
 - Must show all other structures on the property
 - Identify cross streets and property lines as well as distances from structures
 - Identify water and sewer connection locations
 - Roof framing plan
 - Wall framing plan
 - Foundation plan with details
 - Floor framing plan
- Copy of project bid (Residential remodels and Commercial projects ONLY)
- Payment of applicable deposit (Fees are quoted by City Clerk)

*Applications that are complete will be processed within three business days (excluding Fridays and holidays as the City office is closed on these days) for permit at which point any remaining fees will be paid in order to obtain a valid building permit.

PLEASE BE AWARE: All permits are **REQUIRED** to meet the development standards detailed within City of Kittitas Municipal Code. **This includes but is not limited to the requirement for curb and sidewalk for all new construction, placement, or substantial improvement (improvements that equal or exceed 50% of the assessed value of the combined land and improvements).**

No work shall commence prior to obtaining a valid permit. Once a permit has been obtained it is the responsibility of the contractor/owner to schedule all required inspections. Standard inspections are required at

foundation, floor framing, exterior shear, framing/plumbing/mechanical, interior shear, insulation, and final. Your project may require an alternative inspections schedule depending on the nature of the work. Any questions in regards to types of inspections required for your project should be directed to the Building Official prior to commencement of work.

Any questions in regards to this information can be directed to the Building Department via the following contact methods:

Safe Built LLC

Phone: 509-852-7089 or Toll Free 1-800-241-9899

Email: building@safebuilt.net

WORK EXEMPT FROM PERMIT (Per IRC R105.2)

Please be aware that while these items are exempt from permit per the IRC they may not be exempt from other codes that may be specific to your property location.

The City of Kittitas advises that any improvements and or construction be discussed with Building Department prior to commencement of work.

- One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 200 SF. (cannot be located in a flood plain and must meet all required setbacks)
- Fences not over 7 ft high (Corner lots cannot exceed a 42 in. fence height)
The City of Kittitas requires that a fence permit be obtained for all fences. There is no cost associated with a fence permits that are under the maximum 7' height however the application and permit are still required. Additional factors such as City easements, right-of-way constraints and various other factors may need to be discussed prior to construction.
- Retaining walls not over 4 ft in height. (Measured from bottom of footing to top of wall)
- Sidewalks and driveways
- Decks not exceeding 200 SF in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by other parts of the building code.

Failure to obtain permits for items not listed above may result in the following enforcement action:

15.04.080 Violation – Prohibited.

It is unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this chapter. (Ord. 11-007 § 1; Ord. 11-002 § 1; Ord. 07-025 § 1; Ord. 04-728 § 1; Ord. 228 § 8, 1975. Formerly 15.04.070).

15.04.090 Violation – Penalty.

Failure to comply with the regulations of this chapter shall be punishable by a fine not in excess of \$500.00 or imprisonment of six months or by both. Each day in violation, after notification of the same, shall be considered a separate offense. (Ord. 11-007 § 1; Ord. 11-002 § 1; Ord. 07-025 § 1; Ord. 04-728 § 1; Ord. 279 Att. A § 2, 1979; Ord. 228 § 9, 1975. Formerly 15.04.080).



CITY OF KITTITAS

PO Box 719, 207 N Main Street
Kittitas, WA 98934
Phone: 509.968.0220 Fax: 509.968.0223

Application for Building Permit

PLEASE PRINT CLEARLY

For Administrative Use Only:		Permit Number
<input type="checkbox"/> Site Plan Submitted _____	Date: _____	
<input type="checkbox"/> Critical Areas Review _____	Date: _____	
<input type="checkbox"/> Sewer Approval _____	Date: _____	
<input type="checkbox"/> Water Approval _____	Date: _____	_____

Property Owner: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____ Email: _____

The owner and/or licensed contractor is hereby provided with the following notice:

- The Owner may personally perform the proposed construction or contract to have the work performed by a Washington State Registered Contractor.
- The owner, if not a registered contractor, may construct improvements on his or her own property provided it is done WITHOUT the intention of selling the improved property.
- The State Contractors Registration Act (RCW Chapter 18.27) requires all persons doing any work as a Contractor to obtain a Certificate of Registration from the Washington State department of Labor and Industries.
- It is unlawful to do any work as a Contractor without a Certificate of Registration. Violation of these requirements is a misdemeanor.

Contractor: _____ License#: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____ Email: _____

Pursuant to RCW 19.27.095 (2)(i-ii), the requirements for a fully completed application shall include:

- The name, address, and phone number of the office of the lender administering the interim construction financing, if any;
- or
- The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project.

Lender/Bonding Agency: _____ Contact Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

BUILDING SITE ADDRESS: _____ **CITY:** _____

ASSESSOR'S MAP #: _____

Is this application the result of any code enforcement action? YES NO

Existing Structures on Parcel: HOUSE MANUFACTURED HOME GARAGE SHOP BARN
CARPORT OTHER(EXPLAIN) _____

Type of work to be performed: NEW CONSTRUCTION ALTERATION/ADDITION REPAIR
DEMOLITION OTHER(EXPLAIN) _____

REVISIONS TO EXISTING PERMIT CHANGE OF USE
ORIGINAL PERMIT #: _____ FROM: _____ TO: _____

Type of heating system: FORCED AIR HYDRONIC/RADIANT ELECTRIC RESISTANCE
STAND ALONE APPLIANCE Fuel type: NATURAL GAS PROPANE ELECTRIC

Location of mechanical unit in structure (i.e. garage, utility room, etc): _____

Proposed Square Footage: _____

Bedrooms: Existing: _____ Proposed: _____ Total: _____ Bathrooms: Existing: _____ Proposed: _____ Total: _____

If the proposed structure is not a residence, will there be.... Habitable living space? YES NO Plumbing? YES NO
Mechanical? YES NO Insulation? YES NO Electrical? YES NO

Will the structure be used.... for commercial purposes? YES NO by the public? YES NO

I hereby acknowledge that I have read this application and state the above information is correct. I agree to comply with all permit requirements related to this project. I further agree to, and hereby grant the City of Kittitas and Department of Public Works a right to enter onto the premises as described for this permit application, for the purpose of making such inspections and tests as may be required.

NOTE: PROPERTY OWNER IS RESPONSIBLE FOR THE FULL PERMIT REVIEW FEE REGARDLESS OF ISSUANCE

Owner Signature (required): _____ Date: _____

Contractor/Agent
Signature: _____ Date: _____