



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926
PHONE (509) 962-7506 ■ FAX (509) 962-7682

R-001
BULLETIN

OBTAINING A RESIDENTIAL BUILDING PERMIT

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS

This packet serves as a **guideline** to help you understand the requirements for obtaining a residential building permit.

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To obtain a permit for new construction, outbuildings, additions and remodels, you must provide the following:

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NOTE: Electrical permits are issued by the Washington State Department of Labor and Industries.

A review of the application will not begin until you have submitted all materials and fees specified herein.

APPLICABLE CODES

Your project will be checked for compliance with the following codes:

- | | |
|--------------------------------------------------------|------------------------------------------------------------|
| 1. 2006 International Building Code | 9. 2006 International Property Maintenance Code |
| 2. 2006 International Residential Code | 10. 2006 Washington State Energy Code |
| 3. 2006 International Mechanical Code | 11. Kittitas County Zoning Code |
| 4. 2006 International Fire Code | 12. Kittitas County Code Chapter 17 Critical Areas |
| 5. 2006 Uniform Plumbing Code | 13. WA State Shoreline Management Act |
| 6. 2006 International Fuel Gas Code | 14. Other Ordinances & Policies Adopted by Kittitas County |
| 7. 2006 Urban Wildland Interface Code | 15. Other Ordinances & Policies Adopted by WA State |
| 8. 2006 WA State Ventilation & Indoor Air Quality Code | |

NOTE: Kittitas County has created this customer information bulletin to inform the public about the effect of codes and regulations on their projects. This packet is not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts arise, current codes and regulations are the final authority. Since codes and regulations may be revised or amended at any time, consult Kittitas County to be sure all requirements are met before work begins.

Obtaining a Residential Building Permit

A. **Completed Application for Permit**

The Application for Permit establishes the property owner, contractor, scope of work, as well as other relevant information. Please be sure to fill out the application completely. This includes contractor license number, contact name, phone numbers and e-mails, as well as the type and location of the heating system.

B. **Map Parcel Number**

This is a 13-digit number assigned by the Assessor's Office. This number is used by Community Development Services to file and organize all information for your permit. (i.e. xx-xx-xxxxx-xxxx)

C. **Deposit**

Deposits are required for every application and are as follows:

- New Residence \$800.00
- Commercial \$800.00 Min. (Based on actual plan review fee)
- Modular Homes \$300.00
- New Accessory \$300.00
- Residential Alteration/Addition \$150.00
- Accessory Alteration/Addition \$150.00
- All Others \$150.00

All Deposits are Non-Refundable

The balance of permit fees are payable at the time of permit issuance. Approved plans will not be held for more than 180 days from the date plans are stamped approved. Plans held over 180 days will expire and the balance of plan review fees must be paid.

D. **Unified Site Plan (or Plot Plan)**

A Site Plan is required and can be submitted before or at time of application for building permit. There is a \$50.00 fee for the Critical Areas Evaluation which is paid in addition to the deposit above.

A site plan is a graphical presentation of your entire lot as seen from an aerial view and must include certain features (see example drawing D-1).

The following list identifies some graphical notes required on the site plan:

- Scale (1" = 100' maximum)
- Proposed and/or Existing Structures(s) and/or Tank(s) with Dimensions
- Lot Line, Setbacks, and Easements with Dimensions
- Surface Water
- Location of Existing and/or Proposed Access Point(s)
- North Arrow
- Septic / Reserve Areas and Well Location
- Natural Features (Slopes, Gullies, Etc.)
- Adjacent Address and Nearest Cross Street

E. **Flood Permit (if applicable)**

Based on the critical areas review, a Flood Permit may be required. Additional forms and permit fees are necessary. A pre-application meeting is required prior to application submittal. Please contact a permit technician at Community Development Services for further information.

F. **Pre-application Site Inspection (if applicable)**

Properties located outside of a fire district must be inspected by the Fire Marshal prior to application submittal. Please contact a permit technician at Community Development Services for further information.

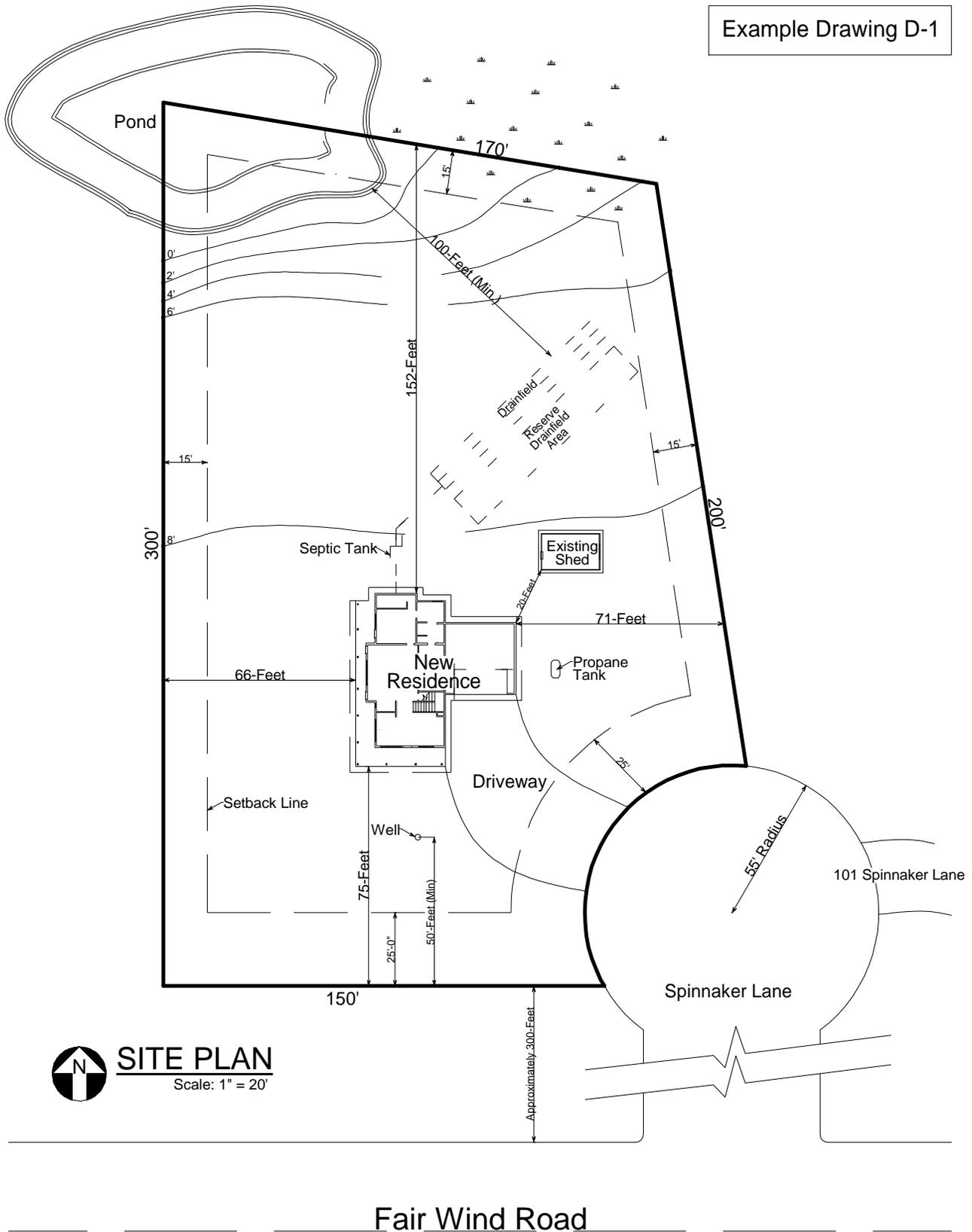
Unified Site Plan (or Plot Plan)

The site plan is a graphical presentation of an entire lot as seen from an aerial view. (See Example Drawing D-1) This site plan will be used by Kittitas County CDS to check setbacks and critical areas, used by the department of Public Works to grant access and issue addresses, and used by the Environmental Health Department for septic permits. Three copies of the site plan are required for building permit applications.

The Following List Identifies Some Graphical Notes and Text Required On the Site Plan:

- **Scale** - Scale is required. Minimum scale 1" = 100'. The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at 1" = 20' scale.
- **Proposed and/or Existing Structure(s) and/or Tank(s) with Dimensions** - Show all existing and proposed buildings, structures, uses and distances to property lines, and other buildings and easements. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and under ground tanks. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- **Lot Lines, Setbacks, and Easements with Dimensions** - Show all property lines, building setback lines, applicable plat or short plat restrictions and easements. Documentation of easements(s) may be required.
- **Surface Water** - (Ponds, Streams, Irrigation Laterals, Canals, Ditches, Wetlands, Rivers, Creeks, Ravines, Springs, Lakes, Bogs, Areas of Saturated Ground, Flood Hazard Areas/Boundaries, Erosions Hazard Areas, and Coal Mines) should be indicated on the site plan. Show the name of the body of water (if applicable). Show distances to abutting structures.
- **Location of Existing and/or Proposed Access Point(s)** - This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Please mark location of approach with stakes and ribbon. For questions on access contact the Department of Public Works at (509) 962-7523.
- **North Arrow**
- **Septic / Reserve Areas and Well Location** - Show setbacks with respect to the location of the septic tank, drain field and reserve area. These must be identical to the location approved by the Environmental Health Department. Show well location and any encroachments within the well protection area. For questions on septic and well requirements and restrictions contact the Kittitas County Environmental Health Department at (509) 962-7698.
- **Natural Features (Slopes, Gullies, Etc.)** - If any portion of the site slopes at more than 15%, show topographic contours. Maximum contour intervals equal five feet. Show top and toe of all slopes inclined at 40 percent or more and more than ten feet high. Note: These elevations can generally be approximated unless a proposed property is in a flood hazard area if so, contact a CDS planner at (509) 962-7506 for further requirements.
- **Adjacent Address** – Show and/or describe the approximate distance and address of the nearest addressed driveway. This may be shown graphically or described on the site plan.
- **Nearest Cross Street** – Show and/or describe the approximate distance to the nearest cross street. This may be shown graphically or described on the site plan.

Example Drawing D-1



 **SITE PLAN**
Scale: 1" = 20'

NOTE: This Site Plan Is One Typical Example, Depending On The Site, Other Restrictions And Requirements May Apply.

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G. Working Drawings

The working drawings are detailed drawings of the structure you are planning to build. Two sets are required at the time of application submittal. These working drawings are used to provide detailed information on how you plan to construct your project.

- ▶ If you plan to build on a steep site, propose to build higher than two stories, or plan to use unconventional materials, please contact Kittitas County CDS for a pre-application meeting.
 - Kittitas County may require additional drawings, details, sections, or engineered stamped calculations and plans for **any** building. (See Section G for engineering requirements)
- ▶ The following are **required to be structurally engineered** by a licensed architect / engineer:
 - Complicated Roof Structures or Buildings
 - Log Buildings – exception: One-story simple trussed structures
 - All Steel, Concrete, Masonry and Timber Framed Structures
 - Buildings that do not meet Prescriptive Design
 - Retaining walls over 4-feet in height or foundation walls over 8-feet in height
 - Buildings located in areas with a ground snow load over 70 lbs.
- ▶ The following must be professionally designed for structural aspects AND fire & life safety, accessibility and other code issues:
 - Non-residential buildings over 4,000 Sq Ft
 - Buildings containing five or more residential dwelling units

Cautionary Note: Mail order plans generally meet the local codes in the jurisdiction where they were drawn. However, they usually do not meet Kittitas County codes or requirements. These plans should be reviewed by someone familiar with Kittitas County requirements and prepare modifications before applying for a building permit. You may find it necessary to seek a professional architect, designer or engineer.

The Following Drawings Are Required. (See example drawings F-1 through F-6)

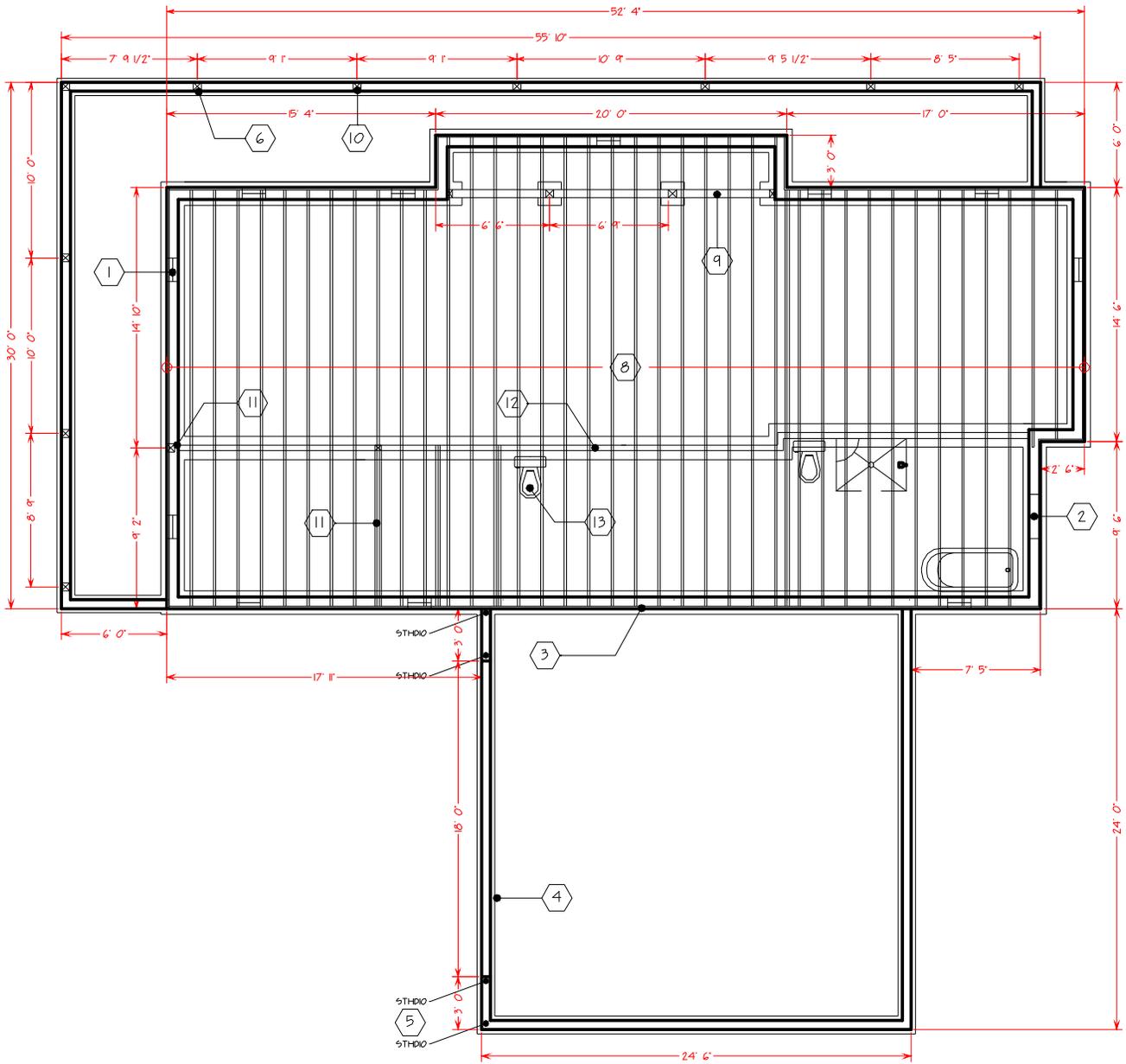
- ❑ **Foundation Plan**
- ❑ **Floor Plan(s)** Each floor must be on a separate page including a basement floor plan if applicable.
- ❑ **Floor Framing Plan(s)** Typically each floor framing plan is on a separate page.
- ❑ **Roof Framing Plan** Submit truss layout page and truss sheets if applicable.
- ❑ **Building Cross Section(s)** Usually through the most complex area(s).
- ❑ **Typical Wall Section** (recommended scale $\frac{1}{2}'' = 1'$) simple structures may incorporate Wall Section with the Building Cross Section.
- ❑ **Miscellaneous Structural Details** (recommended scale $\frac{3}{4}'' = 1'$)
- ❑ **Elevations** for all sides of the building.

Note: For residential additions, include existing adjacent floor plans, framing and openings in adjacent rooms.

Minimum submittal standards for construction plans are as follows:

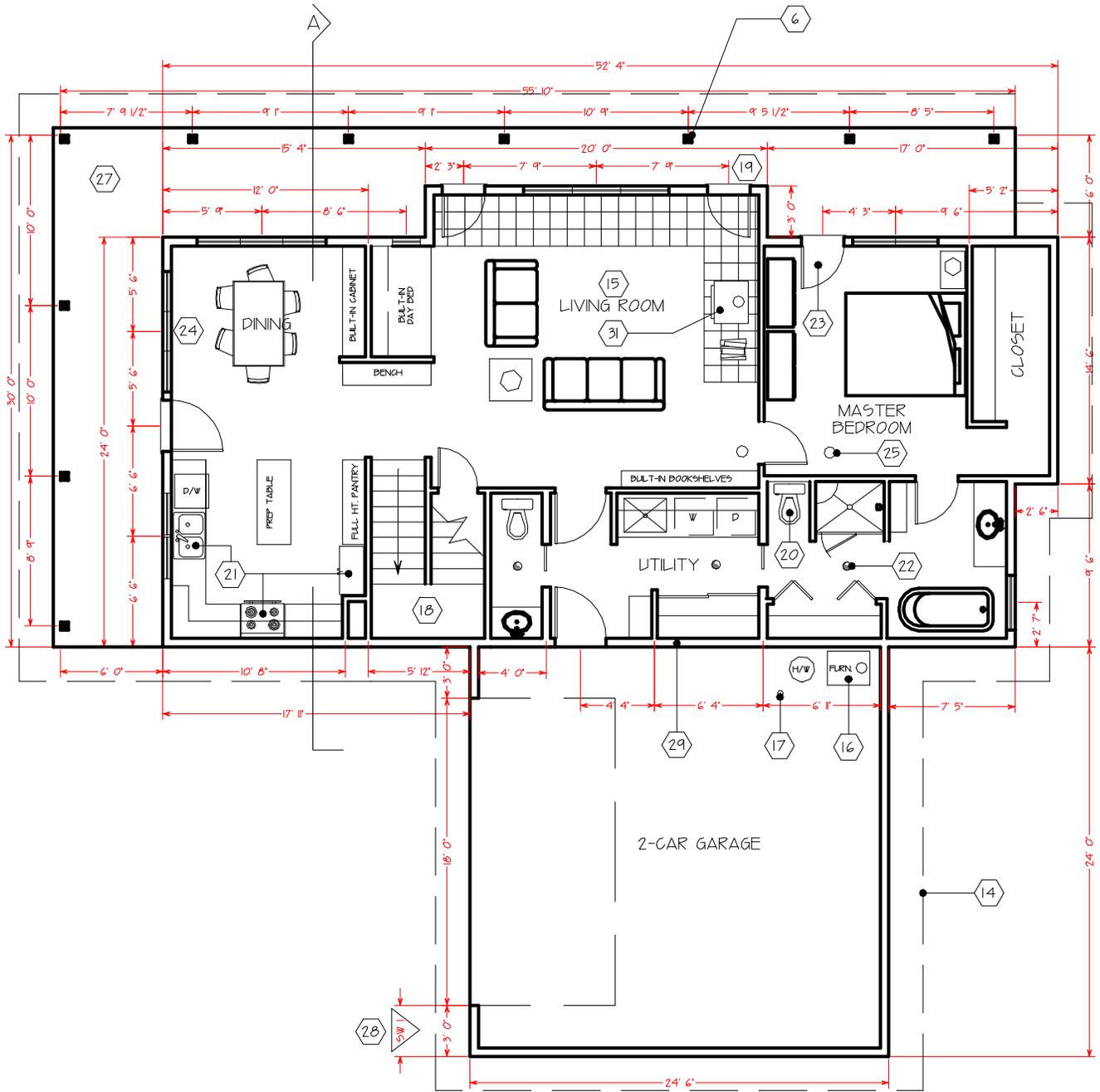
- Drawn to a minimum of $\frac{1}{4}''$ scale on appropriately sized paper with 1" margins
(Elevations and pole buildings may be drawn to $\frac{1}{8}''$ scale minimum)
- Drawn on a minimum page size of 11" x 17"
- Plans must be clear with readable text
- Minimum text sizes for hand-drawn plans should $\frac{1}{8}''$ and $\frac{3}{32}''$ for CADD

Example F-1



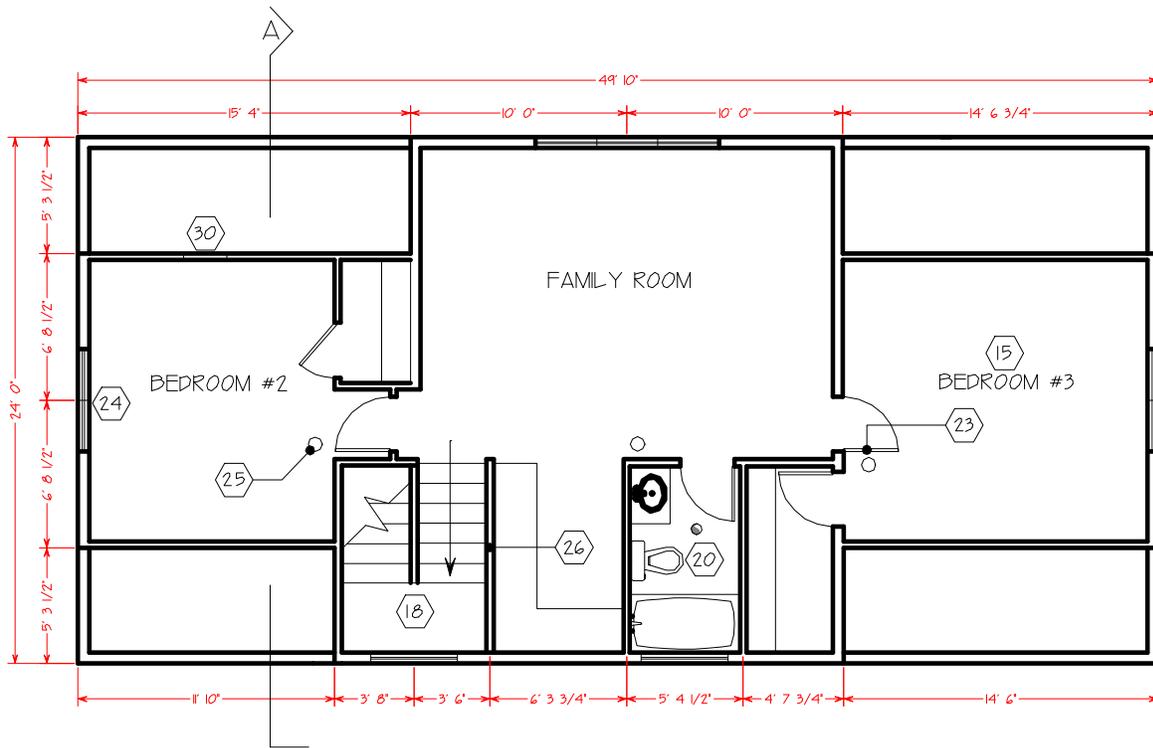
FOUNDATION PLAN
SCALE: 1/4" = 1' - 0"

Example F-2

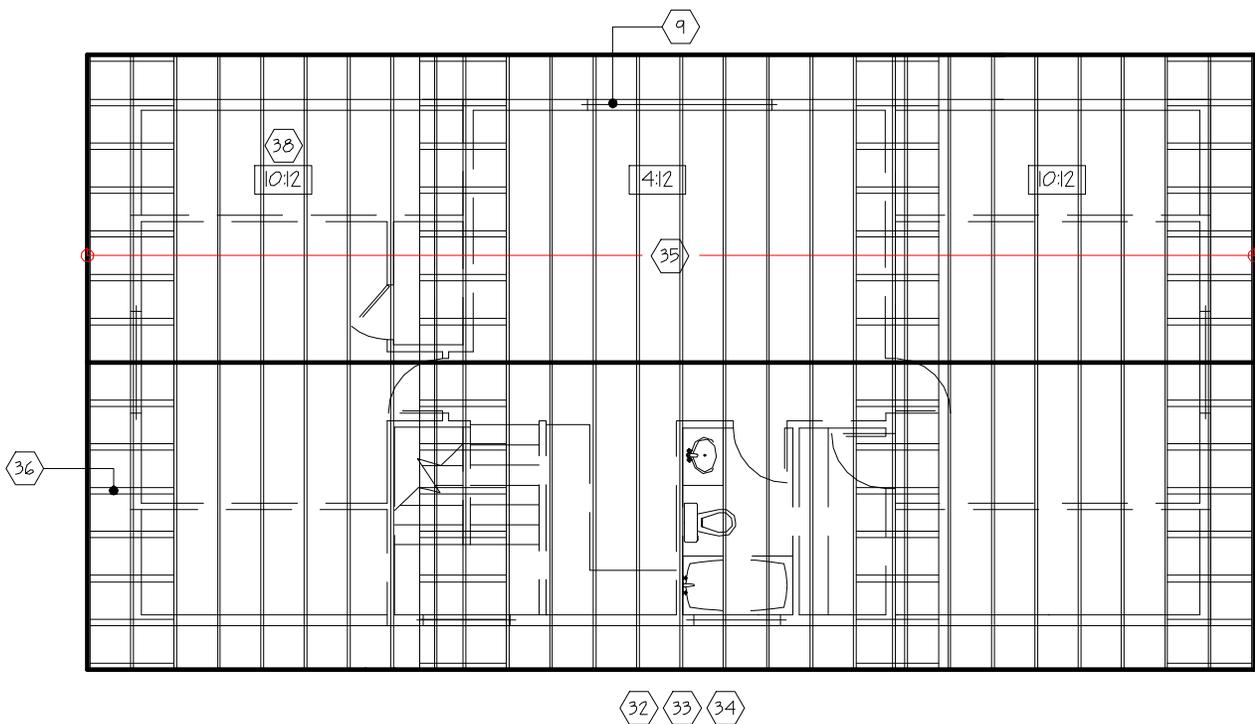


FLOOR PLAN
SCALE: 1/4" = 1' - 0"

Example F-4

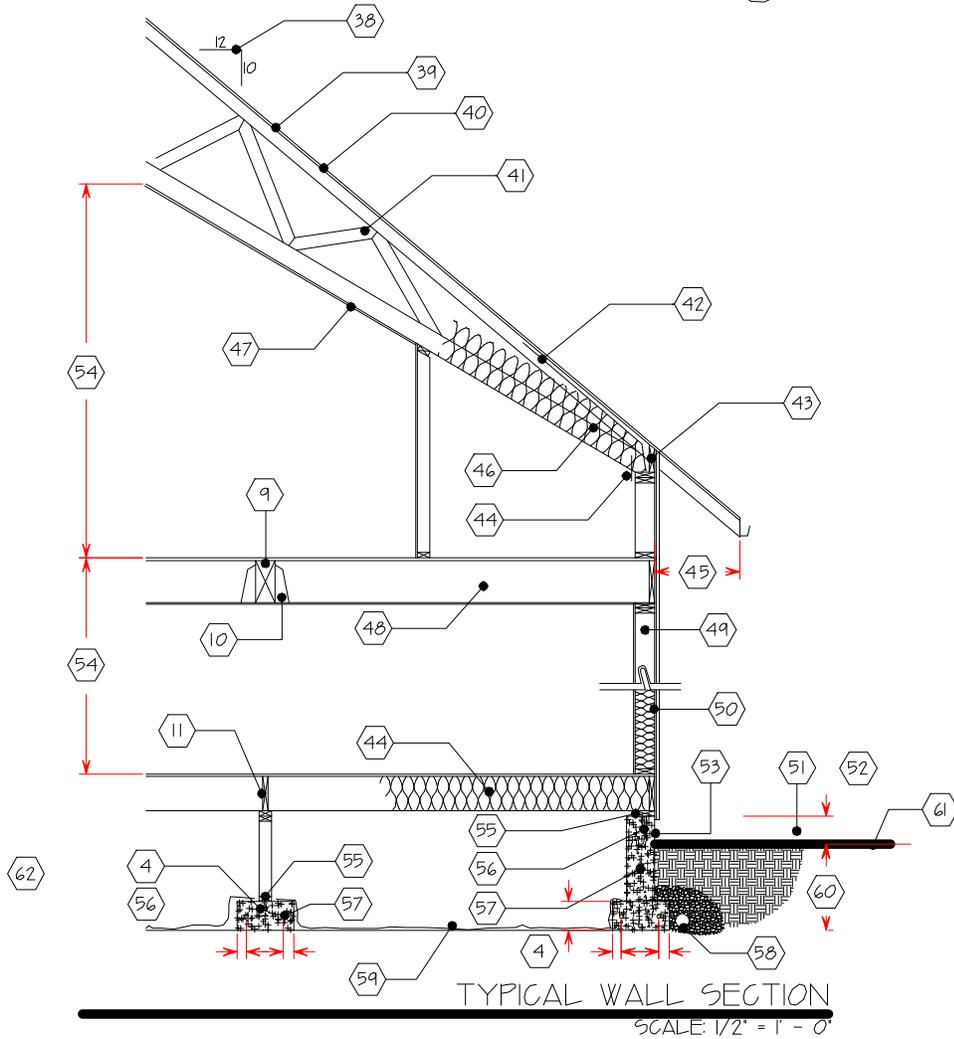
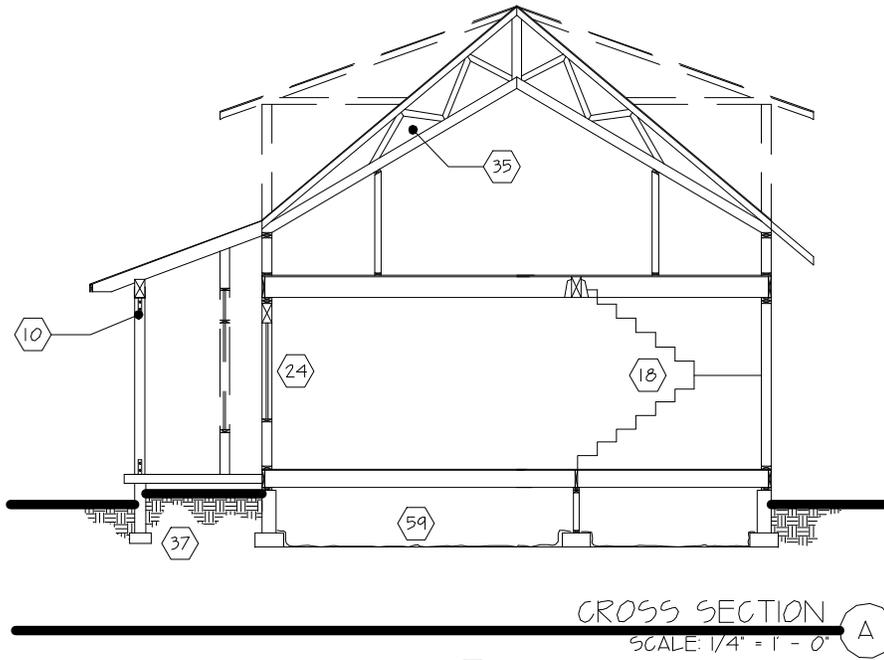


SECOND FLOOR PLAN
SCALE: 1/4" = 1' - 0"



ROOF FRAMING PLAN
SCALE: 1/4" = 1' - 0"

Example F-5



Example F-6



(ALL ELEVATIONS REQUIRED) SOUTH ELEVATION
SCALE: 1/4" = 1' - 0"



EAST ELEVATION
SCALE: 1/4" = 1' - 0"

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The hexagonal symbol can be found on the previous building plans (Example F-1 through F-6) with a number that refers to the code items below. All code references are to the 2006 edition, of the International Residential Code effective July 1, 2007.

1. **CRAWL SPACE VENTS:** Identify typical size and quantity.
2. **CRAWL SPACE ACCESS:** Identify location and size of opening.
3. **TYPE OF FOUNDATION:** Example: concrete, wood, or masonry.
4. **FOOTINGS:** Identify sizes and rebar for footings.
5. **HOLDOWNS:** For shearwalls identify type and location. Link to Shearwall Schedule.
6. **COLUMNS/POSTS:** Identify member size and locations.
7. **BEARING WALL:** Identify location of bearing walls for clarity.
8. **FRAMING (FLOOR, ROOF, DECK):** Show direction of layout, size, species, grade and spacing. Example: floor joists 2”X10” DF#2 @ 16” O.C.
9. **BEAMS AND HEADERS:** Identify size, species, and grade. Example: HDR 6” x 8” DF#2.
10. **CONNECTORS:** Identify type, location and size of connectors (beam to beam, post to beam, post to concrete, hangers, etc). Provide detail and engineering for custom fabricated connectors.
11. **MISC. STRUCTURAL COMPONENTS:** Show double joists, blocking, point load locations.
12. **PONY WALLS:** Identify location and construction of structural pony walls.
13. **PLUMBING DRAINS:** Identify tub/toilet drain locations for framing to avoid cutting structural members during plumbing installation.
14. **LINE OF STRUCTURE ABOVE:** Particularly overhangs and cantilevers, roofs, etc.
15. **SPACE LABELS:** Label areas and/or rooms. Example: crawl space, bedroom, kitchen, etc.
16. **HEATING SYSTEMS:** Show location, and identify size in BTUH or other appropriate unit.
17. **MECHANICAL PROTECTION:** If mechanical equipment is located in a garage identify vehicle protection.
18. **STAIRS:** Show direction of travel, rise and run, head height and construction. See IRC section R311.5
19. **LANDINGS/RAMPS:** Identify exterior door landings and/or ramps where required.
20. **BATHROOM FIXTURES:** Identify toilet, tub, bath, and shower fixtures.
21. **KITCHEN FIXTURES:** Identify stove, fridge, and sink.
22. **MECHANICAL VENTILATION:** Identify location and cfm of bath, range, utility room, etc. Identify means of supplying fresh air and system for “whole house ventilation”.
23. **DOORS:** Identify size and swing; if pocket door, show pocket area.
24. **WINDOWS:** Identify size and performance. Indicate if fixed or operable. Window sizes must meet minimum requirements for light and ventilation. Windows in sleeping areas must meet Section R310 of the IRC for egress requirements.
25. **SMOKE DETECTORS:** Identify location.
26. **HALF WALLS AND GUARDRAILS:** Show location and height.
27. **DECKING:** Identify type; if wood, call out size.
28. **SHEARWALLS:** Identify location and type of shearwalls, including 4’-0” “Braced Wall Panels” (BWP). If laterally engineered, show shearwall schedule on drawings and all construction details.
29. **OCCUPANCY SEPARATION:** A garage must be separated from the residence and its attic area. Openings within this separation must be protected and duct work must be a specific gage if it penetrates the separation. See IRC section R309 for specific details.
30. **ATTIC ACCESS:** Identify size and location.

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31. **FIREPLACE AND/OR WOODSTOVE:** Install per manufacturers specifications. Chimneys must extend minimum 2'-0" vertically above any structure within 10'-0" measured horizontally.
32. **RIDGES:** Identify size and species of ridge board or ridge beam.
33. **HIPS:** Identify size and species of hip rafter.
34. **VALLEYS:** Identify size and species of valley rafter.
35. **ROOF FRAMING:**
 - Trusses- Show direction of layout and identify spacing. Show and label hip masters, hip jacks, end jacks, girder trusses, hangers, bearing areas, etc.
 - Conventional roof framing- Show direction of roof rafter and ceiling joist layout; call out spacing, size and species. Show and label rafter ties, purlins, blocking, support joists, bearing points and/or walls.
36. **LOOKOUTS:** Identify overhang dimension, size, spacing, and species for lookouts.
37. **RETAINING WALL:** 48" maximum unbalanced backfill; if higher, submit engineering calculations and details with stamp from licensed architect or engineer.
38. **SLOPE OF ROOF:** Show rise and run.
39. **FINISH ROOF MATERIAL:** Identify type of roofing; specify underlayment.
40. **ROOF SHEATHING:** Identify type and/or thickness; indicate if solid or spaced.
41. **ROOF MEMBERS:** Identify size, species, and spacing; indicate if conventional or trussed.
42. **INSULATION BAFFLE:** 1" minimum clear vented air space above insulation.
43. **EAVE BLOCKING VENTILATION:** Illustrate construction method.
44. **HURRICANE CLIPS:** Identify connector and O.C. spacing.
45. **OVERHANG:** Indicate dimension.
46. **CEILING INSULATION:** Identify R-value.
47. **GYPHUM WALL BOARD (GWB):** Identify thickness.
48. **FLOOR SYSTEM:** Identify system used. Indicate insulation and any level changes. Example: ¾" T&G plywood decking over 2"X10" DF#2 @ 16" O.C. over ½" GWB.
49. **WALL SYSTEM:** Identify system used. Indicate insulation. Example: 1 X 8 cedar bevel siding over 7/16" OSB sheathing over 2"X6" DF#2 studs @ 16" O.C. w/ R-21 fiberglass batts on ½" GWB.
50. **STUDS:** Walls supporting two floors, roof, and ceiling a minimum of 2" x 6" spaced @ 16" O.C.
51. **CLEARANCE:** For foundations supporting wood, extend a minimum of 6" above grade.
52. **DAMP PROOFING:** Foundation walls that retain earth and enclose habitable or usable spaces located below grade shall be dampproofed from the top of the footing to the finished grade. See section IRC R406
53. **FOUNDATION WALL:** Show type of construction, size.
54. **HEADROOM:** Finished floor to lowest projection from ceiling shall be 7'-0". See section IRC R305
55. **SILL PLATE:** Pressure treated sill plate, call out size.
56. **ANCHOR BOLTS:** Identify size and spacing. Link to shearwall schedule where required.
57. **REINFORCING BARS (REBAR).** Identify size and spacing.
58. **DRAIN TILE:** If required where water present indicate method.
59. **GROUND COVER:** 6-mil polyethylene or equivalent.
60. **FROST DEPTH:** Identify distance from grade to bottom of footing. Minimum 24" below grade.
61. **GRADE:** Show on elevations.
62. **PROPANE IN BASEMENT:** Propane (LPG) appliances will not be allowed to be located in a basement, pit, under floor spaces below grade, or in similar locations where propane can pool. LPG appliances will be allowed in daylight basements that have an exit at grade level. See LPG appliance placement policy #2003-13 for specific details.

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H. Engineering

Plans submitted that have been engineered by a licensed architect or engineer must have the engineering **on the plans**. This can be accomplished two ways.

1. The architect or engineer stamps all structural plans and calculations; OR
2. The calculations are prepared and stamped by the architect or engineer. The structural plans have been reviewed by the architect or engineer and he or she supplies a stamped letter stating that all engineering within the calculations are detailed on the plans.

It is highly recommended to call our department prior to starting the engineering for all design criteria.

I. Fees

All fees are completed after the plan review is finished. Fees consist as follows:

- Building Permit Fees (building permit, plan review, misc.)
- Plumbing Permit Fees (plumbing fixtures/traps, water heaters, misc.)
- Mechanical Permit Fees (furnace, vent hoods/vents, gas piping, misc.)
- Fire Safety Permit Fees (tank removal/installation, sprinkler systems, fireplaces, misc.)
- Fire Marshal Inspection Fees **if applicable** (Urban-Wildland Interface Code requirements)
- Other Fees (state building code fee, permit issuance fee, investigation fee, misc.)

Note: Revisions – Changes / alterations made to the structure or size of the building will result in additional fees and review time (involving an hourly fee). Revisions that increase building floor area are subject to the normal fee schedule; therefore, it is advisable to plan ahead, seek professional advice when necessary and review your plans before application submittal.

J. On-Site Sewage Disposal Permit

An on-site sewage disposal permit must be issued by the Environmental Health Department prior to the issuance of a building permit. For building sites in areas on a sewer system, a letter certifying sewer availability from the Sewer District is required. For questions with on-site sewage permits contact Community Development Services at (509) 962-7506.

K. Water Availability Notification Form

A complete water availability form must be filled out and proof of potable water given or notices of intent to construct a water well received prior to a building permit being issued. For questions on approved public water systems or constructing an on site well contact the Kittitas County Environmental Health Department at (509) 962-7580.

L. Access Permit and Rural Address

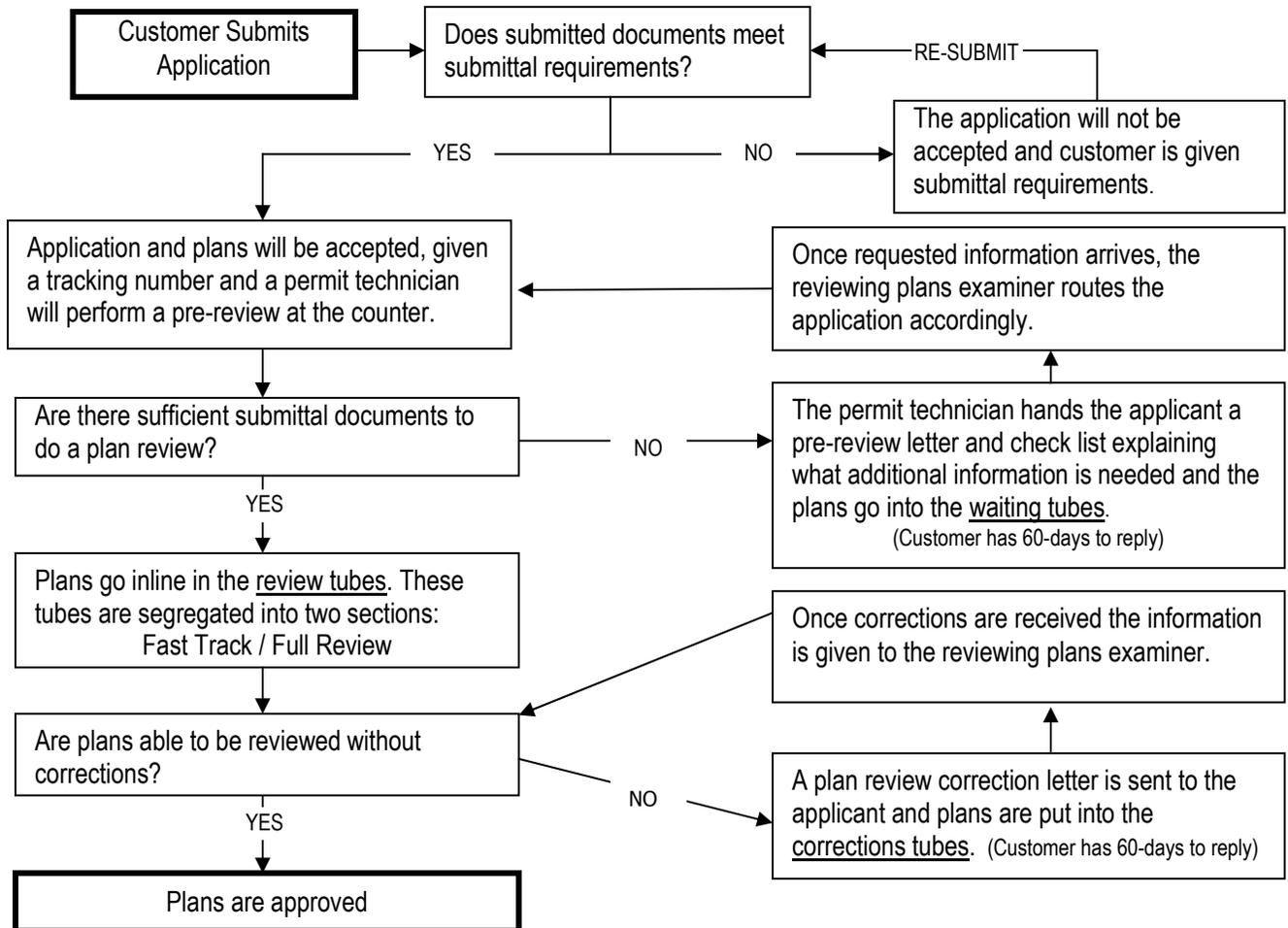
Access **must be** approved, installed, and inspected prior to receiving a building permit and a rural address assigned. Contact the Kittitas County Department of Public Works at (509) 962-7523.

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M. Miscellaneous

1. 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.
2. An owner can personally perform the proposed construction or can contract to have the work performed by a Registered Contractor.
3. An owner, if not a registered contractor, can construct improvements on his or her own property provided it is done WITHOUT the intention of selling the improved property.
4. It is unlawful to do any work as a Contractor without a Certificate of Registration. Violation of these requirements is a misdemeanor.
5. The building permit will expire unless a successful inspection is performed once a year.
6. It is the property owner's responsibility to insure all inspections are performed.
7. Inspection request line: (509) 962-7694
(Call by 1:00pm to schedule out one day. After 1:00pm to schedule out two days.)
8. Some developments may require a residential fire-sprinkler system.
9. Not all properties in Kittitas County have fire protection available.
10. Other items may be required, depending on the specific project and/or locations. Additional engineered drawings, sections, details and structural plans may be required.

N. Permitting Process





KITTITAS COUNTY
COMMUNITY DEVELOPMENT SERVICES
 411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926
 PHONE (509) 962-7506 ■ FAX (509) 962-7682

H-001
BULLETIN

WATER AVAILABILITY FORM	TRACKING#: _____
FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS	

OWNER OF RECORD: _____

MAILING ADDRESS: _____

PROJECT LOCATION: _____ **MAP PARCEL #:** _____

USE OF STRUCTURE: _____

Please Complete PART I or PART II

INDIVIDUAL WATER SYSTEM (Systems Serving 2 or Less Connections)

The water supply for this building will be obtained from a source that does not require a water permit from DOE.

PART I
(Check one)

- The well at the above location is newly constructed. It was drilled by _____, a licensed well driller. Less than 5,000 gallons of water per day will be used from the well and less than one-half acre will be irrigated. A copy of the well log is attached.
- I will construct a well at the above location and have attached a 'Notice of Intent to Construct a Water Well.
- The well at the above location has been in existence and used since _____. Less than 5,000 gallons of water per day will be used from the well and less than one-half acre will be irrigated. A copy of the well log or potable water test is attached.

ADDRESS: _____

SIGNATURE: _____ **DATE:** _____

PART II
Completed by Water Purveyor (Check one)

- GROUP A – COMMUNITY** (Water systems serving 15 or more residential connections).
Water Right Permit or Certificate # _____
- GROUP A – TRANSIENT NON-COMMUNITY** (System serves 25 or more different people/day greater than 60 days per year. Or, 25 or more of the same people/day for less than 180 days/year. Or, 1000 or more people for two or more consecutive days). Examples include: restaurants, taverns, motels, campgrounds, state or county parks, RV parks, etc.
- GROUP A – NON-TRANSIENT NON-COMMUNITY** (Systems serving 25 or more of the same people/day for 180 or more days /year). Examples include: schools, day cares, businesses, factories, etc.
- GROUP B** (Systems serving 3 to 14 residential connections)
Water System Name: _____ State I.D. # _____
Name of project/short plat/ subdivision: _____

The above Public Water System is approved for ___ service connections and currently serves ___ connections. The water system facilities necessary to adequately approve service to this site have been designed, approved and installed per WAC 246-290 or WAC 246-291. Connection to the system must be completed within one year of the date of this Certificate Of Water Availability or this certificate becomes void.

PURVEYOR SIGNATURE: _____ **PRINT NAME:** _____

PURVEYOR TITLE: _____ **CONTACT PHONE:** _____ **DATE:** _____

PURVEYOR ADDRESS: _____

Official Use Only	
Reviewer: _____	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>