



## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

**B-005**  
BULLETIN

# COMMERCIAL BUILDING PERMIT SUBMITTAL PROCESS Pre-Application Meeting and Intake Appointment

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

The purpose of this bulletin is to help individuals comply with the building permit requirements and obtain a permit for a commercial or multi-family project (not including 2-family dwelling). Design and development of the documents for a permit submittal are complex processes, involving drawings, calculations, details and specifications that must reflect compliance with current laws, codes, and ordinances. Staff at the Kittitas County Permit Center will work with the applicant to ensure that the project meets the requirements of all applicable federal, state and local laws, codes, ordinances and to ensure that a permit is issued in a timely and efficient manner.

Prior to permit submittal for a commercial or multi-family building permit, a Pre-Application meeting is required. At the Pre-Application meeting Kittitas County staff will review the project proposal and identify issues that must be addressed prior to permit submittal. In addition County staff will identify all the drawings, calculations, specifications and forms that are "required" for the specific project permit submittal.

Kittitas County staff will provide written notes for applicant use during the Pre-Application meeting and the Chair of the Pre-Application meeting will discuss the Kittitas County Community Development Services (CDS) permit process. After a mandatory Pre-Application meeting, the Chair will be available prior to the applicant's permit intake appointment to discuss submittal requirements. The Chair of the mandatory Pre-Application meeting will generate a preliminary Submittal Checklist for the applicant's use for the permit intake appointment.

This pre-application package is divided into three distinct sections:

1. **SECTION 1:** This section contains the request form for a Pre-Application meeting. **Please complete Section 1 ONLY of this bulletin.** When the application is complete, return the form and required documents to Kittitas County Community Development Services.
2. **SECTION 2:** This section contains the form Kittitas County staff will use during the Pre-Application meeting to identify issues that must be resolved prior to permit submittal. This section also includes the Submittal Checklist of required information to submit for commercial building permit.
3. **SECTION 3:** This section contains the Intake Checklist CDS staff will use during the permit Intake-Appointment.

Applicants can get additional information, application forms, and/or current fee schedules by coming to the CDS Permit Center at 411 N. Ruby St. Suite #2, Ellensburg, WA 98926 or calling (509) 962-7506.

**Forms, applications and informational bulletins are also available via the Kittitas County website located at [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us).**

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.



# SECTION 1: Pre-Application Meeting Request

(TO BE COMPLETED BY APPLICANT OR AUTHORIZED AGENT. RETURN TO KITTITAS COUNTY CDS)

## TO SCHEDULE A PRE-APPLICATION MEETING

1. Complete the Pre-Application Meeting Request Form contained in this section. When the form is complete return the form and required documents to Kittitas County Community Development Services (CDS).

**Kittitas County Community Development Services**  
**411 N. Ruby St., Suite #2**  
**Ellensburg, WA 98926**  
**(509) 962-7506**

2. Once the Pre-Application Meeting Request Form and supporting documents are submitted to CDS, a project manager will contact the "authorized agent/contact person" identified below and schedule a meeting date and time. Pre-Application meetings are scheduled one to two weeks from the date of submittal of the Pre-Application Meeting Request Form in order to provide review staff adequate time to prepare for the meeting. Incomplete submittal packages will result in a delay in scheduling the meeting and may result in the return of the entire submittal package for re-submittal by the applicant when complete.
3. To be productive, a Pre-Application meeting requires a minimum amount of information in order for staff to review the project and provide a meaningful and accurate response to the applicant. If the minimum amount of information is not submitted CDS staff will not be able to adequately review the submittal and thus the meeting will not be beneficial to the applicant or County staff. Below are the minimum requirements necessary to schedule a Pre-Application meeting. **Please submit five (5) copies of all required information. Except for the site plan(s), all other information may be submitted electronically in pdf format on five (5) separate cd discs.**

### **A. Project Description**

- A detailed description of the project proposal. Include a schedule of proposed construction phasing.
- If applicable, a written list of detailed questions submitted by the applicant to Kittitas County regarding specific project issues the applicant would like addressed in a formal response.
- The area, in square feet or acres of the project site. The total square feet of the building project, include existing and new totals.
- List all of the parcel number(s) for the site and current zoning of the project site.
- Any prior or pending meetings with Kittitas County staff or local jurisdictions.
- Any other Land Use permits or actions that are pending or proposed affecting this application or that have been issued affecting this application, including rezones, conditional use permits, variances, shoreline development permits, plats, short plats, flood permits.
- Any existing recorded easements that affect the property (i.e. ingress, egress, utilities or drainage).

### **B. Site Plan**

- A site plan that includes the location, identification and dimensions of all existing buildings, structures, property lines, streets, alleys, easements, septic tank and drainfield, wells, etc.
- Existing and proposed buildings, dimensioned and distinguished graphically between proposed vs existing buildings. Number of stories and total building height. Occupancy classifications and loads.
- State whether new and existing buildings have fire protection systems (e.g. fire alarms, sprinkler). Describe how fire-flow will be provided.
- The location of existing and proposed water mains and fire hydrants.
- The location and dimensions of all existing and proposed fire department access roadways (fire lanes) and turnaround lanes (i.e. hammerhead, cul-de-sac, etc.).
- Location of wetlands, streams, steep slopes or any other known hazardous areas and the required buffers and building setback line(s).
- The location of all ingress and egress vehicle access locations to the property. The number of existing and proposed parking stalls located on the property.
- A brief description of the proposed and/or existing storm drainage conveyance system and retention/detention facilities, as well as storm drainage drawn on the site plan.
- Identify buildings scheduled for demolition or removal on the site plan.

The more detail and information that is submitted will allow Kittitas County staff to provide better feedback and comments for the proposed project. The applicant is encouraged to submit more detailed information than the minimum requirements. If more information and increased detail can be provided at the time of Pre-Application, it greatly increases the likelihood that a permit will be issued without required corrections or requests for additional information once the permit application is submitted. **The following information is optional at Pre-Application but encouraged:**

- Complete detailed and dimensioned floor plans. All rooms and areas properly identified by their use.
- Detailed description of all rooms and areas where hazardous materials are stored/handled/used.
- Building elevation views of building dimensioned and identified; include building height.
- Identify type(s) of construction and detail any area or height increases.
- Location of fire walls, fire barriers and fire partitions.
- Means of egress (exiting) and design detailed on the drawings.
- Detail fire suppression and fire alarm systems.
- Complete code summary. Occupancy classification(s) and occupant load(s) detailed for each area of the building. Type(s) of construction for each area of the building.
- Identify and detail all barrier-free accessible building elements; including the number and location of barrier-free accessible parking spaces and van stalls.
- Type and location of any food service facilities.
- A summary of hazardous materials, listed by classification/quantity/container size (include material location within the building and whether materials are stored, handled and/or used). *Only two copies of summary required.*
- A breakdown of the total impervious area of the site; identify existing and proposed impervious surface and surface area subject to vehicular use.

**PRE-APPLICATION MEETING REQUEST FORM (Information To Be Completed By Applicant)**

PROJECT NAME:	MAP NUMBER:
SITE ADDRESS:	GENERAL LOCATION:
<b>AUTHORIZED AGENT/ CONTACT PERSON (Indicate who is the agent to be contacted for questions and meeting scheduling).</b>	PHONE:
MAILING ADDRESS:	Fax #:
COMPANY NAME:	E-MAIL:
<b>DESIGN PROFESSIONAL IN CHARGE OF PROJECT:</b>	PHONE:
MAILING ADDRESS:	Fax #:
COMPANY NAME:	E-MAIL:
<b>PROPERTY OWNER:</b>	PHONE:
MAILING ADDRESS:	E-MAIL:



**TYPE OF WORK TO BE PERFORMED:**

New Commercial Bld'g   
 Commercial Addition   
 Tenant Improvement   
 Rack Storage  
 New Multi-Family Bld'g   
 Multi-Family Addition   
 Multi-Family Alteration   
 Reroofing  
 Swimming Pool/Spa   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_

**Total Area Construction (Sq. Ft.):** \_\_\_\_\_

**Building Square Footage (new):** \_\_\_\_\_   
**(existing):** \_\_\_\_\_   
**(total):** \_\_\_\_\_

**Number of Stories (new):** \_\_\_\_\_   
**(existing):** \_\_\_\_\_   
**(total):** \_\_\_\_\_

**Will the building include storage or production of hazardous materials: (Yes/No)** \_\_\_\_\_

**If yes, please explain:** \_\_\_\_\_

**Indicate those members from your team that will be attending the meeting:**

DISCIPLINE	NUMBER ATTENDING	WILL ATTEND
Applicant		<input type="checkbox"/>
Property Owner		<input type="checkbox"/>
Architect		<input type="checkbox"/>
Structural Engineer		<input type="checkbox"/>
Civil Engineer		<input type="checkbox"/>
Geotechnical Engineer		<input type="checkbox"/>
Legal Consultant		<input type="checkbox"/>
Developer		<input type="checkbox"/>
Other:		<input type="checkbox"/>
Other		<input type="checkbox"/>
<b>Total Number Attending</b>		

If the project is located in an Urban Growth Area, the applicable jurisdiction may require additional information which will be identified at the Pre-Application meeting.

Submittal of requested information for a Pre-Application meeting does not vest the proposed site and/or building design. Pre-Application reviews are based on the information available at the time of the review, as submitted by the applicant. If additional information and/or issues become available during review of the actual building permit application, additional information, conditions and/or studies may be required.



# SECTION 2: Pre-Application Meeting Worksheet

(TO BE COMPLETED BY KITTITAS COUNTY STAFF ONLY)

FOR STAFF USE ONLY	
DATE OF PRE-APPLICATION MEETING: <u>1/22/14</u>	TIME:
(Pre-Application meetings are scheduled every Wednesday from 10:30-12:00)	
CHAIR OF PRE-APPLICATION MEETING: <u>ONE ENERGY Solar Panel project</u>	PHONE:
ITEMS SUBMITTED BY APPLICANT FOR REVIEW AT PRE-APPLICATION:	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>	
COMMENTS:	
<b>LIST STAFF PRESENT AT THE PRE-APPLICATION MEETING:</b>	
1. CDS representative (Building):	
2. CDS representative (Planning):	
3. CDS representative (Fire):	
4. Public Works representative:	
5. Environmental Health representative (Water):	
6. Environmental Health representative (Sewer):	
7. Affected City representative(s):	
8.	
9.	

**PRESENT AT THE PRE-APPLICATION MEETING FOR APPLICANT:**

<b>1. Applicant Owner:</b>	
<b>2. Applicant Authorized Agent:</b>	
<b>3. Applicant Design Professional:</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	

**Building Information:** (To be completed by CDS Plans Examiner)

<b>Construction Type of Building 2006 IBC:</b>						<b>Number of New Dwelling Units:</b>  _____
<input type="checkbox"/> Type IA	<input type="checkbox"/> Type IIA	<input type="checkbox"/> Type IIIA	<input type="checkbox"/> Type IV	<input type="checkbox"/> Type VA		
<input type="checkbox"/> Type IB	<input type="checkbox"/> Type IIB	<input type="checkbox"/> Type IIIB	<input type="checkbox"/> Type VB	<input type="checkbox"/> Type VB		
<b>Use or Occupancy Type(s):</b> _____						
<p>Comments: <u>Full engineering required for panels &amp; mounting unless compliance with Kittitas County PV Solar Panel Policy # 26</u></p> <p><u>Fences over 7'-0" in height require a building permit also</u></p>						

**Planning Information:** (To be completed by CDS Planner)

1. Flood Permit Required ? <input type="checkbox"/> Yes	2. SEPA Required ? <input checked="" type="checkbox"/> Yes
3. Critical Areas On or Near Site ? <input checked="" type="checkbox"/> Yes	4. Variance Required ? <input type="checkbox"/> Yes
5. Shoreline Permits Required? <input type="checkbox"/> Yes	6. Sign Permit Required ? <input type="checkbox"/> Yes
7. CUP Required ? <input type="checkbox"/> Yes	8. <input type="checkbox"/> Yes
9. <input checked="" type="checkbox"/> Yes <i>possibly depending on sub. date</i>	10. <input type="checkbox"/> Yes

Comments: \_\_\_\_\_

Will need more detail site plan & narrative and then have another pre-app prior to CUP submittal. Zoning is Ag-20 & currently within the Shoreline jurisdiction. ~~There~~ IS ALSO A MINERAL LAND OF LONG TERM SIGNIFICANCE WETLAND ON PARCEL - "DRY CREEK" ON WEST EDGE OF PARCEL

Provide project information to all affected parties via SEPA mailing notification list.



**Fire Marshal Information: (To be completed by CDS Fire Marshal)**

1. Automatic Sprinkler Systems ?	<input type="checkbox"/> Yes	2. Automatic Fire Alarm Systems ?	<input type="checkbox"/> Yes
3. Standpipe Systems ?	<input type="checkbox"/> Yes	4. Other Fire Protection Systems ?	<input type="checkbox"/> Yes
5. High Pile or Rack Storage ?	<input type="checkbox"/> Yes	6. Hazardous Materials in Building ?	<input type="checkbox"/> Yes
7. Flammable/ Combustible Materials in Bld'g ?	<input type="checkbox"/> Yes	8. On-Site Fire Flow Tanks Required ?	<input type="checkbox"/> Yes
9. Hazardous Material Management Plan Req'd ?	<input type="checkbox"/> Yes	10. <i>SEE 8/27/14 PRE-AP ALSO</i>	<input type="checkbox"/> Yes
11. Fire Hydrants?	<input type="checkbox"/>	12. <i>SEE 8/27/14 PRE-AP ALSO</i>	<input type="checkbox"/> Yes

Comments: *Vegetation management plan will be required. Fire Apparatus access will be addressed when a detailed proposal is imminent. Road minimum width is 20' - may require between panels, dependant upon placement. Knox box required for gate/fence.*

#6 & #7 – If flammable/ combustible or hazardous materials are used or stored in the building, provide a **Hazardous Materials Management Inventory** and a **Hazardous Materials Management Plan** (Provide copies of all Material Safety Data Sheets).

**Public Works Information: (To be completed by Public Works Planner)**

1. Civil Drawings?	<input type="checkbox"/> Yes	2. Civil engineering ?	<input type="checkbox"/> Yes
3. Stormwater On-Site ?	<input checked="" type="checkbox"/> Yes	4. Stormwater Off-Site ?	<input type="checkbox"/> Yes
5. DOT Review ?	<input checked="" type="checkbox"/> Yes	6. Road Access permit?	<input type="checkbox"/> Yes
7.	<input type="checkbox"/> Yes	8. <i>SEE 8/27/14 PRE-AP ALSO</i>	<input type="checkbox"/> Yes

Comments: *Must comply with conditions of WSDOT & Railroad. Internal roads constructed as req'd by fire marshal.*

*Stormwater design by licensed engineer, approval by county engineer/WSDOT, certification of construction by licensed engineer.*

**Environmental Health Information: (To be completed by EH staff)**

1. Group A Water System ?	<input type="checkbox"/> Yes	2. Group B Water System ?	<input type="checkbox"/> Yes
3. On-Site Sewer ?	<i>NA</i> <input type="checkbox"/> Yes	4. Municipal Sewer ?	<i>NA</i> <input type="checkbox"/> Yes
5. Swimming Pool ?	<input type="checkbox"/> Yes	6. Commercial Kitchen ?	<input type="checkbox"/> Yes
7.	<input type="checkbox"/> Yes	8.	<input type="checkbox"/> Yes

Comments: *Project does not propose any permanent services on site for people. H.D.*

**City/ Urban-Growth-Area Information:** (To be completed by applicable City Jurisdiction)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Section	Required	Deferred	Completed	<b>INFORMATION REQUIRED FOR PERMIT SUBMITTAL</b>  The Kittitas County Permit Center Staff will review the Commercial or Multi-Family project and identify information required as listed below. This information must be complete to schedule a permit Intake Meeting.
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1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Application form.
2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) copies full size site plans. One (1) reduced 8 ½" x 11" site plan.
3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) copies Building Code Summary Worksheet form <b>(complete &amp; submit Bulletin B-007)</b> .
4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets architectural drawings.
5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets structural drawings.
6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies structural calculations.
7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies geotechnical engineering reports.
8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies project specification manuals.
9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets mechanical drawings and calculations.
10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets plumbing drawings and calculations.
11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) sets fire protection system drawings and calculations (sprinkler & alarm).
12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets civil drawings.
13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets stormwater/ drainage plans and calculations.
14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Washington State Energy Code Compliance form <b>(see Bulletin B-008)</b> .
15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Occupant's Statement of Intended Use form <b>(complete &amp; submit Bulletin B-009)</b> .
16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Special Inspection Agreement form <b>(complete &amp; submit Bulletin B-010)</b> .



17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Deferred Submittal Agreement form ( <b>complete Bulletin B-011</b> ).
18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Certificate of Water Availability form ( <b>complete &amp; submit Bulletin B-003</b> ).
19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies septic permit (or) sewer connection approval form.
20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) set of commercial kitchen operations plans for Kittitas County Department of Health.
21)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) set of swimming pool and/or spa plans for Kittitas County Department of Health, as approved by Washington State Department of Health.
22)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) set of public school building plans for Kittitas County Department of Health.
23)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies State Environmental Policy Act Checklist and/or SEPA document.
24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies Critical Areas Binding Determination information (flood permit, wetlands, etc.).
25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of all zoning compliance documentation (variance, conditional use permit, MDNS, etc.).

26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional sets of the following documents are required if the project is located in an Urban Growth Area. These items will be forwarded to the applicable jurisdiction for review.
27)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I acknowledge that all items listed above that have been designated as submittal requirements in the Pre-Application Meeting must accompany my formal building permit application to be considered a complete submittal package. I acknowledge that any additional items or conditions, as identified in the Pre-Application Meeting, must be completed before my building permit application will be accepted. Certain items or conditions may only be deferred, in writing, by Kittitas County to be submitted after permit application.

Pre-Application reviews are based on the information available at the time of the review, as submitted by the applicant. I understand that if additional information and/or issues become available during review of the actual building permit application, additional information, conditions and/or studies may be required.

**I understand that an Intake-Meeting must be scheduled to submit my complete permit application.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Owner/ Owner's Authorized Agent)

**Company Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Pre-Application Chair:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

# SECTION 3: Schedule Permit Intake-Appointment

(TO BE COMPLETED BY KITTITAS COUNTY STAFF ONLY)

## TO SCHEDULE A PERMIT INTAKE-APPOINTMENT

To have an application reviewed and approved in a timely manner, it is critical to have all forms and information identified in the Pre-Application meeting completed and submitted along with other required materials at the time of submitting an application for review.

Permit applications for commercial or multi-family projects are not accepted over-the-counter. A permit intake-appointment is required. At this meeting, the Pre-Application Meeting Chair will review the submittal documents and verify that all required information is complete and ready for permit submittal. Simple structures may be exempted from intake-appointment requirements on a case-by-case basis.

## **SCHEDULE AN INTAKE-APPOINTMENT**

Please call the Kittitas County Community Development Services (CDS) to schedule a permit INTAKE-APPOINTMENT to review the permit application. To schedule an Intake-Appointment please contact CDS Project Manager (Tammy Swanberg) at the phone number or email listed on page 2. Permit INTAKE-APPOINTMENTS are generally scheduled on Mondays and Tuesdays.

### **INTAKE APPOINTMENTS FOR COMMERCIAL OR MULTI-FAMILY PROJECTS ARE NOT ACCEPTED WITHOUT A PRE-APPLICATION MEETING.**

(CDS may allow simple structures to be submitted at the Pre-Application meeting)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CDS CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## **PLANS READY TO SUBMIT**

Submittal documents are complete and applicant is authorized to submit permit application.

CDS STAFF : \_\_\_\_\_ DATE: \_\_\_\_\_



**This checklist will be used at the permit INTAKE-APPOINTMENT to verify that all required information has been submitted.**

## **1. COMMERCIAL/ MULTI-FAMILY PERMIT WORKSHEET**

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- Complete and submit five (5) Commercial/ Multi-Family Permit Application forms (Bulletin B-006).**
- The State Contractor's Registration Act (RCW Chapter 18.27) requires all persons doing work as a contractor to obtain a Certificate of Registration from the Washington State Department of Labor and Industries.
- When applying for a permit, the owner or authorized agent are the only people allowed to sign the application (IBC Section 105.1). An authorized agent is defined by CDS as either a licensed contractor responsible for the project hired by the owner, the architect of record, or the engineer of record.

## **2. PLOT/ SITE PLAN**

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- Submit five (5) full size site plans.**
- Submit one (1) reduced 8 ½" x 11" site plan.**
- Drawings shall be prepared at a scale not to exceed 1" = 100 feet. 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 a larger scale.
- Provide the area, in square foot or acres, of the project site. Indicate lot coverage (square feet and percentage).
- Provide legal description of plot or lot.
- Show all property lines, building setback lines, and applicable plat or short plat restrictions. Show assumed property lines if multiple buildings on the same site.
- Show all public or private easements and right-of-ways. Width and location of utility easements to be shown. Documentation of easement(s) may be required.
- Show location of 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.
- All water features shall be clearly depicted on the site plan including: 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. Show the name of the body of water (if applicable). Show distances to abutting structures. Establish street grades, proposed finished grades and as applicable; flood hazard areas, floodways, and design flood elevations.
- Plan for traffic ingress, egress and parking. This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Show typical parking space, driveway widths and locations. Please mark location of approach with stakes and ribbon for Public Works on-site inspection. For questions on access to the site, contact the Kittitas County Department of Public Works at (509) 962-7523.
- Entire site must show barrier free/accessible features. Show handicapped parking and accessible routes to the structure and within the site to other structures and other features.
- North arrow.
- Indicate finish floor elevation for the first level.
- Show the location of all existing and proposed underground utilities, including water, sewer, gas and electrical.
- 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 local 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) 962-7052.
- 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% 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.
- 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.
- Show and/or describe the approximate distance to the nearest cross street. This may be shown



graphically or described on the site plan.

- Show fire access and apparatus turn-around areas.

### 3. BUILDING CODE SUMMARY WORKSHEET

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- Submit three (3) completed Building Code Summary Worksheet(s) (Bulletin B-007).**
- Provide architectural drawings that graphically illustrate code summary information contained in the completed Building Code Summary Worksheet.

### 4. ARCHITECTURAL PLANS, DETAILS, AND SPECIFICATIONS

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- Submit two (2) complete sets of architectural drawings, plans, specifications.** Drawings and plans must be submitted on minimum 18" x 24" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked "preliminary" or "not for construction", that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

- NOTE: Plans and specifications must be prepared by a registered design professional (architect or engineer) if one of the following conditions are met:**
  - ✓ Group A (having an occupant load in excess of 100).
  - ✓ Group E (other than day care).
  - ✓ Group H and Group I.
  - ✓ Building exceeding two stories in height or an average height of 25 feet.
  - ✓ Buildings exceeding an aggregate floor area greater than 4,000 square feet.
  - ✓ Building location exceeds maximum snowload design thresholds.
- Each sheet of every separate element or professional discipline (e.g.; architectural, landscape architectural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal or wet stamp with an original signature and date over the seal or stamp.**
- Plans may only be submitted by the owner or an authorized agent for the owner.
- Only the owner or a licensed contractor in the State of Washington will be issued the building permit.

**Plans shall be complete and shall consist of architectural, structural, plumbing, mechanical and fire protection system drawings, and supportive data which include the following:**

#### A. Cover Sheet(s)

- List the location, parcel number, zoning, total site area and lot coverage, etc.
- Specify the model code information used in the design of the structure.
- List the number of stories and total height of building.
- List the building square footage (per floor and total).
- List the IBC Occupancy Type (show all types by floor and total).
- List the work to be performed under this permit.
- List the design team contact information including: the design professionals in responsible charge, architect(s), structural engineer(s), civil engineer(s), geotechnical engineers(s), landscape architect(s), owner(s), and developer(s).

#### B. Code Summary Worksheet and Drawing(s)

- Provide drawings that graphically illustrate code summary information contained in the completed **Code Summary Worksheet (Bulletin B-007)**.

#### C. Floor Plan Sheet(s)

- Plan view 1/4-inch minimum scale (some exceptions) – Details a minimum of 1/2-inch scale.
- Specify the use of each room/area.
- Show **all** exits on the plan; include new, existing or eliminated.
- Show the location of all permanent rooms, walls and shafts.
- Provide wood and door hardware schedules; provide window schedule.
- Provide elevator location.



- Specify each wall type, finish materials and specifications, insulation, door type, and glazing requirements.
- Include appropriate stair and ramp cross section(s) to show all dimensions, rise, run, landings, headroom, handrail and guardrail dimensions(s) as applicable.

**D. Reflected Ceiling Plan Sheet(s)**

- Complete the **Non-Residential Energy Code Lighting Compliance Form 2006** (Northwest Energy Efficiency Council) (**Bulletin B-008**).
- Plan view 1/8-inch minimum scale – Details a minimum of ¼-inch scale.
- Provide ceiling construction details.
- Provide suspended ceiling details complying with IBC 803.9. Show seismic bracing details.
- Show the location of emergency lighting and exit signing.
- Detail the seismic bracing of the fixtures.
- Include a lighting fixture schedule.

**E. Accessible ADA-Barrier Free Plan Sheet(s)**

- Show all ADA-barrier free information on the drawings. Provide enough details and dimensions to adequately illustrate all accessible entry and exit routes of travel and doorways, all general site information, special rooms, plumbing elements, communication elements, etc.
- Identify accessible elevator exit, ramps and/or stairs and areas of refuge.
- Provide details for all required signage.
- Provide adequate drawings and elevations for Type A and Type B dwelling units.
- Provide detailed wall elevations for all walls for accessible bathrooms and facilities. Show clear floor space for wheelchair at fixtures, grab bar locations, toilet paper dispenser, sink and toilet height, etc.

**F. Fire-Resistive Construction Sheet(s)**

- Indicate on the plans all rated walls, doors, window, shafts, partitions, barriers, floors, etc.
- All fire-resistive construction shall be shown in section view.
- Openings or penetrations of fire-resistive construction shall be detailed in section view with references.
- Closure construction between fire-resistive floor and walls and structural or exterior wall components shall be detailed in section view.
- Fire-resistive assemblies shall be identified by their listing.

**G. Elevation Sheet and Architectural Roof Plan Sheet(s)**

- Provide building heights (floor and roof elevations) and show grade elevations.
- Provide a view of all sides.
- Identify all roof drainage elements.
- Identify lightning discharge elements (if applicable).
- Identify all rooftop equipment.
- Identify roofing type, class, and manufacturer.

## 5. STRUCTURAL PLANS, DETAILS, AND SPECIFICATIONS

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**A. Structural Drawings.**

- Submit two (2) sets of structural drawings for all commercial/ multi-family buildings.** Drawings and plans must be submitted on minimum 18" x 24" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked "preliminary" or "not for construction", that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.
- A registered engineer in the State of Washington shall prepare all structural drawings. Plans shall be compatible with the engineering calculations and all drawings prepared or reviewed by the engineer must be signed and sealed on each page. A structural engineer is required for all essential facilities per IBC Table 1604.5.
- Design criteria used for all structural elements of the building must be listed on the structural drawings cover sheet (see Section 6: structural calculations for design criteria required).
- List all structural materials specifications on the cover sheet of structural drawings.

- List all required special inspections on the cover sheet of the structural drawings.
- Provide foundation, floor and roof framing plans as applicable.
- Illustrate size and location of all structural elements including, but not limited to, footings, columns, beams, girders, joists, shearwalls, bracing, floor and roof diaphragms, and details.
- Structural details and schedules shall be provided as required to provide specific information of the structural assemblies and must match requirements provided in the calculations.
- The structural drawings shall contain a Statement of Special Inspection requirements in accordance with IBC Section 1705.

## 6. STRUCTURAL CALCULATIONS

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- Submit two (2) copies of structural calculations for all Commercial/ Multi-Family buildings.** A cover sheet must be provided that is signed and sealed by the engineer of record who is registered in the State of Washington. Calculations shall include a table of contents with each page numbered. Calculations prepared by a computer program must include an explanation of the program and documentation for input and output data formats.
- The structural calculations must list all design criteria.** List the following: wind speed and exposure, seismic zone and spectral acceleration, ground snowload and formula(s) to arrive at roof snowload(s), snowload reduction(s) per ASCE-7, sliding/drift/unbalanced snowload(s) and formulas, all live loads, all dead loads, frost depth, soil bearing pressure.

## 7. GEOTECHNICAL ENGINEERING REPORT

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- Submit two (2) copies of the geotechnical report for the site.** The geotechnical engineering report must include the minimum information as outlined in Section 1802 of the International Building Code. This includes, but shall not be limited to the following items:
  - Potential liquefaction and soil strength loss during an earthquake.
  - Recommendations for foundation type and design criteria which includes allowable soil bearing pressure, expected total and differential settlements, design active and passive soil pressures, design coefficient to resist sliding.
  - Recommendation for site preparation.

## 8. PROJECT SPECIFICATION MANUALS

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- Submit two (2) copies of all specifications for the project.** The specifications shall include such items, but not limited to the following: site work, concrete, metals, wood and plastic, thermal and moisture protection, doors and window, wall and floor finishes, mechanical and plumbing equipment, etc.

## 9. MECHANICAL DRAWINGS AND CALCULATIONS

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- Submit two (2) sets of mechanical plan drawings and calculations.**
- Complete the Non-Residential Energy Code Mechanical Compliance Form 2006 (Northwest Energy Efficiency Council). (**Bulletin B-008**).
- Show model and type of equipment and AFUE/SEER rating. Show energy demand, input and BTU.
- Identify location, access and working space for mechanical equipment.
- Indicate combustion air, flue sizes and material. Include damper types, size details and locations.
- Indicate sizes of supply/ return air ducts, grilles and diffusers.
- Identify location, material and insulation of mechanical pipes and ducts.
- Provide size, location and piping material of all air conditioning condensate drains.
- Provide size, location and ducting of all smoke control systems.

## 10. PLUMBING DRAWINGS AND CALCULATIONS

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- Submit two (2) sets of plumbing plan drawings and calculations.**
- Provide plan view of all water, drainage, waste and vent piping, with location, size and material.
- Identify drainage, waste, vent and water supply plans. Indicate types of fixtures with symbols.
- Identify location and size of gas, fuel oil or LP gas piping with appliance demands listed.
- Identify size, type and location of all water heaters and/or boiler combustion air and flues.



- Show location of cleanouts, backwater valves, and water shutoff valves.

## 11. FIRE PROTECTION SYSTEM DRAWINGS AND CALCULATIONS

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- Submit three (3) sets of fire protection system drawings and calculations.**
- Indicate location of fire hydrants or other means to satisfy fire-flow, fire department access roads, fire department hook-ups, etc. Include fire flow calculations.
- State if building will include fire protection systems (and any relevant design details) including, but not limited to: fire alarm diagrams; layout, size, location, material and calculations of fire sprinkler systems; halon systems; kitchen protection; specialized systems; smoke control design and operation; standpipe systems; flammable/combustible liquid tank/lines; medical gas system design; cut sheets for above systems (catalog).
- Provide smoke control operation/ design description.
- Provide backup and/or standby power system design and specifications.

## 12. CIVIL DRAWINGS

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- Submit two (2) sets of civil drawings.** For specific requirements pertaining to the civil plans, please consult Kittitas County Public Works Department (509) 962-7523.

## 13. STORMWATER/ DRAINAGE PLANS AND CALCULATIONS

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- Submit two (2) sets stormwater/ drainage plans and calculations.** For specific requirements pertaining to the stormwater/ drainage plans, please contact the Kittitas County Public Works Department (509) 962-7523.
- Stormwater/drainage plans must meet the Eastern Washington Stormwater Manual requirements (WDOE).

## 14. WASHINGTON STATE ENERGY CODE COMPLIANCE FORMS

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- For Commercial projects **submit two (2) completed 2006 Washington State Non-Residential Energy Code Envelope Summary, Mechanical and Electrical forms (Bulletin B-008).**
- For Multi-Family projects **submit two (2) completed 2006 WSEC & VIAQ Residential Prescriptive Compliance forms.** (These forms can be obtained from the WSU Energy Code Website at [www.energy.wsu.edu/](http://www.energy.wsu.edu/)).

## 15. OCCUPANT'S STATEMENT OF INTENDED USE FORM

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- Submit two (2) copies of the Occupant's Statement of Intended Use form (Bulletin B-009).** Depending upon the use of the building, the submittal of a Hazardous Materials Management Inventory (HMIS) forms may be required.

## 16. SPECIAL INSPECTION AGREEMENT FORM

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- Submit two (2) copies of the Special Inspection Agreement Form (Bulletin B-010).**
- Where special inspection is required by IBC 1704, the registered design professional in responsible charge shall prepare a special inspection program that will be submitted to the Kittitas County Community Development Services and approved prior to issuance of the building permit to comply with IBC 106.1.
- A Statement of Special Inspections must be provided in accordance with IBC Section 1704.1.1 and Section 1705.** Where special inspection or testing is required by Section 1704, 1707 or 1708, the registered design professional in responsible charge shall prepare a statement of special inspections in accordance with Section 1705 for submittal by the permit applicant.

## 17. DEFERRED SUBMITTAL AGREEMENT FORM

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- Deferred submittals are not allowed unless approved by the Building Official as outlined in IBC Section 106.3.4.2. All deferred submittals that are approved by the Building Official must be indicated on the approved plans with the specified time in which they are to be submitted for review. An additional plan review fee will be required for deferred submittals (**Bulletin B-011**).

## 18. WATER AVAILABILITY NOTIFICATION FORM

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- Submit two (2) copies of the Certificate of Water Availability** form establishing that the lot has a potable water source. Water sources can either be provided by a public water system or an individual well (**Bulletin B-003**).

## 19. SEPTIC PERMIT OR SEWER CONNECTION APPROVAL

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- Site evaluation (including final inspection) completed by Kittitas County Environmental Health staff and WSDOL septic system designer.
- Provide two (2) copies of an approved septic permit from Kittitas County Environmental Health** (509) 962-7698, (or)
- Provide two (2) copies of written approval from the sewer conveyance utility district that states that sewer connection has been granted for this project.**

## 20. HEALTH DEPARTMENT APPROVAL FOR COMMERCIAL KITCHEN

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- Submit one (1) set of commercial kitchen operations plans** for review and permitting by Kittitas County Environmental Health.
- Provide an approved permit from Kittitas County Environmental Health approving the commercial kitchen operation (if applicable) to include:
  1. Submittal of food safety permit application and associated fees;
  2. Submittal of the kitchen plans for review;
  3. A pre-opening inspection; and
  4. Issuance of a final permit.

## 21. HEALTH DEPARTMENT APPROVAL FOR SWIMMING POOL OR SPA

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- Submit one (1) set of swimming pool and/or spa plans** for review and permitting by Kittitas County Environmental Health.
- Provide an approved permit from Kittitas County Environmental Health approving the commercial kitchen operation (if applicable) to include:
  1. Submittal of pool and spa permit application and associated fees;
  2. Submittal of the pool and spa plans for review;
  3. A pre-opening inspection; and
  4. Issuance of a final permit.

## 22. HEALTH DEPARTMENT PUBLIC SCHOOL PLAN FOR REVIEW AND INSPECTION

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- Submit one (1) set of public school plans** for Kittitas County Environmental Health review.
- Schedule a post-opening inspection with Kittitas County Environmental Health.

## 23. WASHINGTON STATE ENVIRONMENTAL POLICY ACT (SEPA)

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- If required for this project, complete Washington State Environmental Policy Act (SEPA) checklist. If required, complete all SEPA document requirements.

## 24. CRITICAL AREAS BINDING DETERMINATION

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- Submit two (2) copies of all required forms** and documentation as required by any critical areas binding determination(s).

## 25. ZONING COMPLIANCE DOCUMENTATION

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- Submit two (2) copies of all required zoning compliance documentation** if required for this project. Including any required variances, conditional use permits (CUP), (MDNS), etc.



#### National Codes

1. 2009 International Building Code (IBC)
2. 2009 International Residential Code (IRC)
3. 2009 International Mechanical Code (IMC)
4. 2009 International Fuel Gas Code (IFGC)
5. 2009 International Fire Code (IFC)
6. 2009 Uniform Plumbing Code (UPC)
7. 2009 National Fuel Gas Code (NFPA 54)
8. 2008 Liquefied Petroleum Code (NFPA 58)
9. 2003 Accessible & Useable Buildings & Facilities (ICC/ANSI A117.1)
10. 2009 International Urban-Wildland Interface Code (IUWIC)
11. 2009 International Property Maintenance Code (IPMC)

#### Washington State Laws and Amendments

12. WAC 173-27 Shoreline Management Act
13. WAC 197-11 SEPA
14. WAC 51-50 Washington State Building Code (IBC)
15. WAC 51-51 Washington State Building Code (IRC)
16. WAC 51-52 Washington State Mechanical Code (IMC)
17. WAC 51-54 Washington State Fire Code (IFC)
18. WAC 51-56 & 51-57 Washington State Plumbing Code & Standards (UPC)
19. WAC 51-11 Washington State Energy Code (WSEC)

#### Kittitas County Local Amendments and Regulations

20. Section 14.04.010 Adoption of Referenced Codes
21. Section 14.04.020 Design Requirements
22. Section 14.04.030 Building Relocation-Applicant
23. Section 14.04.040 Mobile, Manufactured, Designated Manufactured and Modular Homes
24. Section 14.04.050 Dry Cabins
25. Section 14.04.060 Fees
26. Section 14.04.070 Permits
27. Section 15.04 SEPA
28. Section 14.08 Flood Damage Prevention
29. Section 17 Zoning