



**City of
Wenatchee**

COMMUNITY DEVELOPMENT DEPARTMENT

1350 McKittrick St., Suite A, Wenatchee, WA 98801 Phone
(509)888-3244 Building Inspection Line (509)888-3263
Fax (509)888-3201 www.wenatcheewa.gov

SINGLE FAMILY & DUPLEX RESIDENCES BUILDING PERMIT APPLICATION

**(Including additions, remodels, garage, carports, shops, attics, porches, structural modifications,
accessory dwelling units and decks)**

In order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. ***Failure to submit the required information will cause undue delay in the permit review process*** and failure to include any of the documents or information listed, will result in the staff being unable to accept the building permit application. If you have any questions regarding the minimum submittal requirements, please contact the Building Department prior to building permit submittal.

***Building Permit Applications are accepted
Monday - Friday from 8:00 am - 4:30 pm***

Department Contact Numbers:

Building – (509) 888-3244
Planning – (509) 888-3256
Engineering – (509) 888-3200
Environmental – (509) 888-3235



SINGLE FAMILY AND DUPLEX RESIDENCES

SUBMITTAL REQUIREMENTS

(Including additions, remodels, garages, porch and decks)

The following items must be provided in order to properly apply for a building permit. **Plans and application will be returned to the applicant if information is incomplete.** The applicable department director may require additional information or materials when necessary to augment a permit application.

Please submit two complete sets of plans.

APPLICATION DOCUMENTS:

- Building Permit Application Form
- Copy of deed with legal description of property
- Copy of Washington State Contractor's Registration (Unless Owner Builder)
- Energy Code Calculations/Compliance Forms
- Utility Request Form (Please include the requested meter size if applicable)
- Right-of-way (RW) Permit application (unless site already has curb, gutter, sidewalk, driveway along road frontage(s) and utilities on the lot)
 - Certificate of Liability Insurance naming City as additional insured for RW permit
 - Traffic control plan if traffic will be diverted in street or sidewalk
 - Bond for excavations in right-of-way
- Environmental Checklist: (Required if site contains a wetland, floodplain, or other resource).
- Critical Areas special studies may be required for any/all of the *following*:
 - Flood hazards.
 - Landslide hazards
 - Steep slope hazards
 - Wetlands

PLANS AND DRAWINGS:

The following is a detailed description of the format and the items required to appear on the drawing set. All drawings within a submittal shall conform to the following requirements:

- All drawings shall include a drawing title, drawing number, date and revision date.
- Drawing scale shall be indicated using a bar-scale symbol for plan reduction integrity. The symbol must appear on all sheets.
- Unless the site size dictates a different scale, **site drawings are to be in an engineer's scale and should be at a scale of 1" = 30'; architectural floor plans are to be 1/4" = 1' scale or larger** unless otherwise approved.
- All drawings shall be of a consistent scale.
- North Arrow - all site drawings and site related drawings (i.e., vicinity map, detail enlargements, etc.) shall include a north arrow.
- A Vicinity Map shall be included in the drawing sufficient to identify the project location.
- Plans must be wet stamped and signed by an architect or engineer registered in Washington State (when required by building department or by state law).

DESCRIPTION OF SUBMITTAL DRAWINGS:

The drawing titles and the information described under the titles below are presented in a fashion consistent with standard practice in the industry. However, the information described under the drawing titles is a minimum requirement for building permit submittal. The logical arrangement of the required information is left up to the applicant.

ARCHITECTURAL SITE PLAN (2 SETS)

- **Property lines:** Show the location and dimensions
- **Streets and alleys:** Show location and name of all streets and alleys adjacent to the site.
- **Curb, gutter, and sidewalk:** Show location and dimensions of all existing and/or proposed curb, gutter, and sidewalks.
- **Easements:** Show the location for all existing and proposed utility, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension.
- **Existing and proposed structures:** Show location, dimension and use of all existing and proposed buildings and structures on the site; show distances to property lines. Show building footprints as well as full extent of roof coverage including dimensions.
- **Lot coverage calculations:** Lot coverage is measured from the outer edge of the eaves. Please demonstrate how the proposed development meets lot coverage requirements.
- **Land use code setbacks:** Show front, side, rear and street setbacks (if applicable). Designate which are the front, sides and rear property lines.
- **Walls and fences:** Indicate location, length and height.
- **Driveways and parking:** Show location and dimensions of on-site parking, driveways, and finished slope of driveways. Include the width of the driveway approach to the road, as measured at the property line or crossing the sidewalk, (if applicable).
- **Indicate all existing and proposed retaining structures and/or rockeries.** Show maximum heights of exposed face, and construction height of wall from bottom of footing to wall top.
- **Utilities:** Include all existing and proposed utility connections (electricity, water, sewer, gas, and telecommunications, as applicable).
- Show locations of all outdoor heating, ventilation and air conditioning equipment.
- Show location of any propane tanks.
- Erosion protection & Site drainage (new construction only)

FLOOR PLAN(S):

- Give square footage for each floor, including decks and garages.
- Floor layout: Show arrangement of walls, note proposed use and dimensions of all rooms; show stairs, hallways, restrooms, and decks.
- Windows and doors: Show location and dimensions of all windows, doors and skylights and indicate opening direction.
- Fixture location: Show location of hot water heater, heating unit, fans, smoke detectors, bathroom fixtures, mechanical equipment, etc.
- Show door size and type for doors between the garage and dwelling.
- Show bedroom egress window location, clear open size, sill height, and type of opening, i.e, slider, casement, etc.

ELEVATIONS:

- Show elevations from north, south, east and west; provide finished floor level for each floor; show existing and proposed grades; show maximum building height; show maximum site slope.
- Roof: Show roof overhangs and chimney clearances from roof. Indicate pitch of roof and roof covering.
- Siding: Note exterior siding, underlayment.
- Openings: Show doors, windows, skylights, sliders or other type of openable vents in windows.
- Decks and porches: Indicate height of guardrails and spacing of intermediate railing. Show rise/run of stairs with handrail grasp dimension and height above nosing of stair tread.

FOUNDATION

- Foundation Wall: Show foundation plan, shape, and all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system.
- Posts and Footings: Show location and size of beams, posts, interior footings and their dimensions and connections.
- Crawl Spaces: If crawl space is included, show location and size of all vents, access size and location.
- Floor Joists: Show floor joists size, spacing, direction, support, connections, blocking, etc.
- Other Spaces: Show and label space within foundation (i.e., basement, garage, recreation room).
- Retaining Walls and rockery walls: Retaining structures in excess of 4' in height from the bottom of the footing to the top

of the wall or walls supporting a surcharge require engineered design with calculations.

- Engineered Foundation: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soil conditions.

ROOF, DECK & FLOOR FRAMING PLANS:

- Roof, floor and deck joists: Show joist size, spacing, direction, support, connections, blocking, etc.
- Show typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation and connections.
- Show typical foundation and floor section with all materials labeled; show size and spacing of all members; all dimensions, wall thickness, reinforcing bar size and spacing, bar sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundation, slab thickness, slab or floor insulation.
- Show all connection details, including post-beam, post-footing, etc.

ARCHITECTURAL CROSS SECTIONS & DETAILS:

- Show a cross section of a typical wall; call out material types and thicknesses and insulation values. These call outs may be done on the structural cross section.
- Show a cross section of a typical roof and floor; call out material types and thicknesses and insulation values. These call outs may be done on the structural cross section.

STRUCTURAL NOTES:

- Specify all design load values, including dead, live, snow and wind.
- Specify minimum design concrete strength, concrete strength, concrete sack mix, and reinforcing bar size and grade.
- Specify the grade and species of all framing lumber.
- Specify the combination symbol (strength) of all GLU-LAM beams.
- Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

ENERGY CODE COMPLIANCE:

- Show insulation R values in appropriate places on architectural sections, and glazing class of windows and skylights.
- Please use Zone 2 Energy Code Compliance Forms to show compliance with the Energy Code.
- Please visit <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> (Single family Chapter 1-10). For additional questions, please call the building department at (509) 888-3244.

FIREPLACE SECTION:

Show a section of the fireplace, including hearth and hearth extension. Include dimensions, materials, clearance from combustibles, height above roof, reinforcing, seismic anchorage and foundation details.

STAIR SECTION:

Show a section of stairs; include rise, run, handrail height, and grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room and landing size. Also specify a minimum one-half inch thick gypsum wall board fire protection for usable space under stairs.

GARAGES:

See Wenatchee City Code for further information for allowed garage sizes and location requirements.

SETBACKS:

See Wenatchee City Code for setback requirements.

OTHER INFORMATION AND REQUIREMENTS:

- **Design Minimums:**
 - Roof Snow Load - 40 lb. PSF
 - Wind speed - 85 M.P.H,
 - Exposure “C” Typical
 - Seismic Zone - C
 - Climate Zone – 5b
 - Frost Line - 18 Inches
 - **Structures 4,000 square feet or over require an Architect or Engineers Wet Stamp.**
- **Plumbing Permits** are required for:
 - All fixtures (sink, toilet, shower, bathtub, etc.)
 - Water heater
 - Hose Bibbs (lawn and garden hose attachment)
 - Automatic lawn sprinkler systems (*Approved double check valve assemblies are required for systems using City or PUD water only. Combination systems using City or PUD water and irrigation water are required to install an approved Reduced Pressure Backflow Assembly*)
 - If applicable, please show their location on the building floor plans.
- **Mechanical Permits** are required for:
 - Furnace
 - Heat pumps
 - Fireplace inserts/wood stoves (certified units allowed only)
 - Gas Piping/appliances
 - Exhaust Fans
 - Dryer vents (location of dryers limited to 25' maximum length of duct)
- **Electrical Permits** are issued by the *Washington State Department of Labor and Industries*. Please call (509) 886-6500.
- **Critical Areas** such as wetlands and lots with steep slopes may require an engineer’s report to be submitted at the time you submit your application. A counter permit technician will help you determine if this applies to your project.

PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF WENATCHEE MUNICIPAL CODE AND DEVELOPMENT STANDARDS FOR CODE REQUIREMENTS.

If you have any questions concerning your application submittal, please call the City of Wenatchee Community and Economic Development Department Building Division at (509) 888-3244.

CITY OF WENATCHEE RESIDENTIAL PERMIT APPLICATION DEPARTMENT OF COMMUNITY DEVELOPMENT 1350 MCKITTRICK ST., SUITE A WENATCHEE, WA 98801 Building Department (509) 888-3244 Inspection Line (509) 888-3263 Fax (509) 888-3201			DATE APPLIED
JOB SITE ADDRESS:			PERMIT NO.
LEGAL DESCRIPTION:			JOB SITE PHONE
NATURE OF WORK:			PARCEL NO.
TYPE OF CONSTRUCTION: <input type="checkbox"/> New Single Family <input type="checkbox"/> Residential Addition <input type="checkbox"/> Residential Alteration <input type="checkbox"/> Residential Duplex <input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Accessory Structure (Garage) <input type="checkbox"/> Deck/Patio Cover <input type="checkbox"/> Other _____			VALUATION (LABOR AND MATERIALS) \$
APPLICANT'S NAME:		CONTACT NAME: _____ PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____ EMAIL: _____	
OWNER'S NAME:		CONTACT NAME: _____ PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____ EMAIL: _____	
CONTRACTOR'S NAME: (copy of contractor's registration card required):		CONTACT NAME: _____ PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____ EMAIL: _____	
CONTRACTOR'S LICENSE NUMBER:	EXPIRATION DATE:	CITY BUSINESS LICENSE NUMBER:	EXPIRATION DATE:
ARCHITECT/DESIGNER'S NAME:		CONTACT NAME: _____ PRIMARY PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		ALT PHONE: () _____ EMAIL: _____	
LENDING AGENCY / CONTRACTOR'S BONDING FIRM: (If applicable, per RCW 19.27.095)		CONTACT NAME: _____ PHONE: () _____	
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		<input type="checkbox"/> Cash <input type="checkbox"/> Check No. : _____ Plan Check Fee: \$ _____ Receipt No: _____	
Is structure fifty years old or older? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is structure on a historic register? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is structure in a historic district? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is structure in Central Business District? Yes <input type="checkbox"/> No <input type="checkbox"/>			
By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee.			
_____		_____	
Applicant Signature		Authorized Agent Signature	
_____		_____	
Print Name		Print Name	

PERMIT APPLICATIONS ARE ACCEPTED MONDAY - FRIDAY FROM 8:00 AM TO 4:30 PM.
FEES ARE COLLECTED AT THE TIME OF PERMIT SUBMITTAL.

RESIDENTIAL BUILDING PERMIT SUBMISSION QUESTIONNAIRE

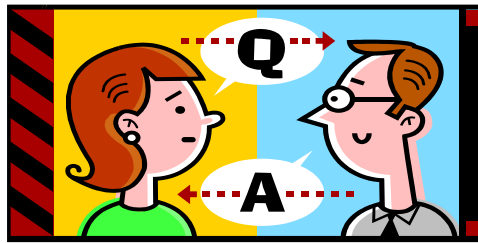
This questionnaire is intended to help staff provide better service to you with your project. Please submit the completed questionnaire with your permit application.

City staff's goal is to deliver streamlined and consistent permit processing in implementing adopted laws and regulations. Staff is responsible for making sure projects comply with federal, state and local laws and regulations. This means there are a lot of details to stay on top of and we routinely require in-depth information about proposed work. In reviewing your permit application, staff reviews all of the following questions, so the completeness of your responses here will directly impact the permit processing time.

Important things to remember

When in doubt, ask. City staff is here to help.

If you have any questions, please call the building department at (509) 888-3244.



BUILDING SITE ADDRESS: _____

Please answer the following questions to the best of your knowledge:

1. Yes /No **Are you the building/property owner? If not, what is your role in this project?**

2. Yes /No **Have you been in contact with anyone at the city concerning your project? If yes, who?**

3. Yes /No **What is the proposed use? (i.e., single family residence, addition to single family residence, accessory dwelling unit, remodel, etc.)**

4. Yes /No **If proposing an addition, what is the total square foot of proposed addition?** _____
5. Yes /No **Please list all current uses: (i.e., single family residence, home business, accessory dwelling unit, accessory building, etc.)**

6. Yes /No **Is the building/property historic (listed on historic register or located within a historic district)?**
If existing, when was the building originally built? _____
7. Yes /No **Are you proposing to demolish any buildings or portions of existing structures?**

8. Yes /No Are you planning to perform any plumbing and/or mechanical work such as installing new sinks, toilets, exhaust fans, gas appliances or heating and air conditioning equipment?
9. Yes /No Are you currently connected to city sewer?
10. Yes /No Will you need an irrigation system for landscaping?
11. Yes /No Are you proposing to use city water for an irrigation system?
12. Yes /No Will the project disturb one acre of ground or more?
13. Yes /No A site plan is required to be submitted, does it show all property lines, structures, sidewalks, driveways, easements, stormwater facilities, temporary erosion and drainage control plans, etc.?
14. How many parking spaces currently exist on the property? _____
How many parking spaces are proposed? _____
15. Yes /No Will the project displace any existing parking?
17. How do vehicles currently access the property? _____

18. Yes /No Are you proposing any access changes?
If yes, what are they?

19. Yes /No Does your project include any work in city right of way, streets or sidewalks?
20. Yes /No Is there any other information you can provide that might be helpful to us?

Signature: _____ Date: _____

Prescriptive Energy Code Compliance for All Climate Zones in Washington

Project Information

Contact Information

This project will use the requirements of the Prescriptive Path below and incorporate the the minimum values listed. In addition, based on the size of the structure, the appropriate number of additional credits are checked as chosen by the permit applicant.

Authorized Representative _____ Date _____

All Climate Zones		
	R-Value ^a	U-Factor ^a
Fenestration U-Factor ^b	n/a	0.30
Skylight U-Factor	n/a	0.50
Glazed Fenestration SHGC ^{b,e}	n/a	n/a
Ceiling ^k	49 ^j	0.026
Wood Frame Wall ^{g,m,n}	21 int	0.056
Mass Wall R-Value ⁱ	21/21 ^h	0.056
Floor	30 ^g	0.029
Below Grade Wall ^{c,m}	10/15/21 int + TB	0.042
Slab ^d R-Value & Depth	10, 2 ft	n/a

*Table R402.1.1 and Table R402.1.3 Footnotes included on Page 2.

Each dwelling unit in a residential building shall comply with sufficient options from Table R406.2 so as to achieve the following minimum number of credits:

- 1. Small Dwelling Unit: 1.5 credits**
Dwelling units less than 1500 square feet in conditioned floor area with less than 300 square feet of fenestration area. Additions to existing building that are greater than 500 square feet of heated floor area but less than 1500 square feet.
- 2. Medium Dwelling Unit: 3.5 credits**
All dwelling units that are not included in #1 or #3. **Exception:** Dwelling units serving R-2 occupancies shall require 2.5 credits.
- 3. Large Dwelling Unit: 4.5 credits**
Dwelling units exceeding 5000 square feet of conditioned floor area.
- 4. Additions less than 500 square feet: .5 credits**

Table R406.2 Summary

Option	Description	Credit(s)		
1a	Efficient Building Envelope 1a	0.5	<input type="checkbox"/>	
1b	Efficient Building Envelope 1b	1.0	<input type="checkbox"/>	
1c	Efficient Building Envelope 1c	2.0	<input type="checkbox"/>	
1d	Efficient Building Envelope 1d	0.5	<input type="checkbox"/>	
2a	Air Leakage Control and Efficient Ventilation 2a	0.5	<input type="checkbox"/>	
2b	Air Leakage Control and Efficient Ventilation 2b	1.0	<input type="checkbox"/>	
2c	Air Leakage Control and Efficient Ventilation 2c	1.5	<input type="checkbox"/>	
3a	High Efficiency HVAC 3a	1.0	<input type="checkbox"/>	
3b	High Efficiency HVAC 3b	1.0	<input type="checkbox"/>	
3c	High Efficiency HVAC 3c	1.5	<input type="checkbox"/>	
3d	High Efficiency HVAC 3d	1.0	<input type="checkbox"/>	
4	High Efficiency HVAC Distribution System	1.0	<input type="checkbox"/>	
5a	Efficient Water Heating 5a	0.5	<input type="checkbox"/>	
5b	Efficient Water Heating 5b	1.0	<input type="checkbox"/>	
5c	Efficient Water Heating 5c	1.5	<input type="checkbox"/>	
5d	Efficient Water Heating 5d	0.5	<input type="checkbox"/>	
6	Renewable Electric Energy	0.5	<input type="checkbox"/>	*1200 kwh

Total Credits 0.0
0.00

*Please refer to Table R406.2 for complete option descriptions

Table R402.1.1 Footnotes

For SI: 1 foot = 304.8 mm, ci = continuous insulation, int = intermediate framing.

^a R-values are minimums. U-factors and SHGC are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the compressed R-value of the insulation from Appendix Table A101.4 shall not be less than the R-value specified in the table.

^b The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration.

^c "10/15/21.+TB" means R-10 continuous insulation on the exterior of the wall, or R-15 on the continuous insulation on the interior of the wall, or R-21 cavity insulation plus a thermal break between the slab and the basement wall at the interior of the basement wall. "10/15/21.+TB" shall be permitted to be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the wall. "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall. "TB" means thermal break between floor slab and basement wall.

^d R-10 continuous insulation is required under heated slab on grade floors. See R402.2.9.1.

^e There are no SHGC requirements in the Marine Zone.

^f Reserved.

^g Reserved.

^h Reserved.

ⁱ The second R-value applies when more than half the insulation is on the interior of the mass wall.

^j Reserved.

^k For single rafter- or joist-vaulted ceilings, the insulation may be reduced to R-38.

^l Reserved.

^m Int. (intermediate framing) denotes standard framing 16 inches on center with headers insulated with a minimum of R-10 insulation.

Table R402.1.3 Footnote

^a Nonfenestration U-factors shall be obtained from measurement, calculation or an approved source or as specified in Section R402.1.3.