



216 E. Main St., Ritzville, WA 99169
(509) 659-1930

Permit No: _____

COMMERCIAL BUILDING PERMIT APPLICATION
COMMERCIAL BUILDINGS/STRUCTURES

Parcel Number (APN): _____ **Lot Size:** _____ (Acres)
Parcel Address: _____ **City/Zip:** _____
Abbreviated Legal Description: _____
Property Owner(s): _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____ *Copy of Recorded Deed is required as an attachment.*

Applicant: _____ **Company Name:** _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____

Contractor's Name: _____
Contractor's License Number: _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____

Application For: New Remodel Addition Commercial Building Multi-Family Building (3 Units or More)
Project Value (Labor & Materials): _____
 Fire Repair/Replacement of: _____ **Destruction Date:** _____
 Tenant Improvement / Interior Remodel: _____
 Change of use/Proposed Occupancy: _____
 If addition to building is proposed, please identify existing footprint and square footage of structure(s):

 Other: _____
Detailed Description of Proposed Use for the Structure:

⓪ FOR OFFICIAL USE ONLY ⓪

| | | | |
|---------------------|-------------------------|--------------------------------|---------------------------------------|
| Received By & Date: | Zoning Approval & Date: | Building/Fire Approval & Date: | Intake Fees Paid: Final Fees Paid: |
| UGA: | Zoning: | Snow Load: | FP / FW: |

IBC Building Construction Type:

- Type IA Type IIA Type IIIA Type IV Type VA
 Type IB Type IIB Type IIIB Type VB

IBC Sprinkler Substitutions (If applicable, please specify all that apply):

- Area Increase Story Increase One-Hour Construction
 Unlimited Areas Height Increase Other: _____

Structure / Development Details: Dimensions of Building Footprint: _____ (ft.)

Building Height: _____ (ft.) Number of Stories: _____

Label Existing/Finished Grade on all 4 elevation views of Building Plans.

Floor Area(s)—check all that apply and indicate the area in Square Feet:

- Basement: _____ Main/1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ 4th Floor: _____
 Deck: _____ Covered Porches/Patios: _____ Mezzanine: _____ Storage: _____
 Other: _____ Area: _____ (sq. ft.)
 Retaining Wall(s): Length: _____ (ft.) Height: _____ (ft.)

For existing structure(s), describe existing use and occupancy:

Please provide the following details (indicate retail/office areas in square feet):

Existing Bathrooms: _____ New Proposed Bathrooms: _____

Existing Retail Space: _____ New Proposed Retail Space: _____

Existing Office Space: _____ New Proposed Office Space: _____

No. of Existing Employees: _____ No. of Proposed Employees: _____

Will New Proposal Affect Existing Parking or Access? Yes No

No. of Existing Off-Street Parking Spaces: _____ No. of Proposed Off-Street Parking Spaces: _____

New/Change Mechanical? Yes No

New Landscaping Proposed? Yes No Landscaping Plan attached, if applicable.

Is this building for Restaurant Use: No Yes, please indicate the number of seats in the establishment?

Existing Number of Seating: _____ Proposed Number of Seating: _____

Impervious Surface (IS) Information in Square Feet:

Existing IS (Include existing roof, driveway, etc.): _____ New IS (Include new roof, driveway, etc.): _____

Total Impervious Surface (Existing Impervious Surface plus New Impervious Surface): _____ (sq. ft.)

Total Square Footage of All Commercial Buildings (structures only) on Property: _____ (sq. ft.)

Please Complete the Following:

| | |
|--|--|
| 1. | What is the current use of the property? _____ |
| 2. | List all existing structures on the property, the year constructed, and the Building Permit Number (if applicable): _____ _____ _____ <input type="checkbox"/> Label and Identify on site plan. |
| 3. | List and attach all Easements, Deed Restrictions, or other Encumbrances restricting the use of the property. (Refer to your subdivision, deed and/or Title Report) List by auditor's file number (AFN) and identify easement type: _____ _____ _____ <input type="checkbox"/> Label and Identify on site plan. |
| 4. | *Is the property within 200 feet of a river, stream, wetland, drainage way, other water body? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes please identify: _____ |
| 5. | *Are there any geologically hazardous areas on property or within 250 feet? For example: avalanche areas, landslide areas, areas of soil erosion, or areas of historic slope failure? <input type="checkbox"/> Yes <input type="checkbox"/> No, (Circle applicable) |
| 6. | Please list any other applicable applications or approvals (<i>file numbers</i>) from Federal, State or Local Agencies for any structures, construction, or other activities necessary for approval of this building permit application: _____ |
| <p><i>*May involve height restrictions, a wetland delineation, a geologic site assessment, and additional setback requirements. Inquire with City of Ritzville Clerk-Treasurer.</i></p> | |

| | |
|---|--------------|
| If applicable: (Required by RCW 19.27.095) | |
| Lending Agency Name: _____ | Phone: _____ |
| Address: _____ | |
| Contractor's Bonding Firm: _____ | Phone: _____ |
| Address: _____ | |

I (We) certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify (or declare) that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been accurately disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (We) understand that encroachment and/or building into easements, deed restrictions or other encumbrances are my (our) responsibility and not City of Ritzville. I (We) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Owner hereby releases, discharges, indemnifies and holds harmless the County from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith) by both the easement holder or encumbered person(s) arising out of or in connection with the County's issuance of a building permit. I (We) certify (or declare) that I (We) am the owner of the property or have been given authorization from the property owner to obtain this permit. I (We) further agree to comply with the International Building, Residential, Fire, Mechanical, Plumbing, and all applicable City of Ritzville /City Codes. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Owner/Applicant Signature: _____ **Date** _____

SITE PLAN CHECKLIST

- Two copies of site plan are required. Must be drawn to standard engineering/architect's scale, not to exceed 1" =100'. Indicate the scale used. Must include North arrow and be drawn on grid paper or engineering plan format. For large parcels, applicant may submit 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.
- Label all property lines/boundaries, dimensions, and area of lot/parcel (square feet or acreage).
- Label the location, size, and use of all existing building(s). Identify the distance between property lines and buildings. Label structures with previous building permit number(s) issued if applicable.
- Label the location, size, and use of all proposed structure(s) (temporary or permanent) to include dimensions of all decks, porches, cantilevers, bay windows, roof overhangs, retaining walls, patios, chimneys, landings and stairs.
- Identify the location, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc., both above ground and underground, as well as setback from property lines.
- Identify land features such as top and bottom of slopes, direction of slope and any areas of erosion.
- Identify and label all water features to include, ponds, springs, ravines, streams, creeks, lakes, rivers, irrigation laterals, canals, ditches, wetlands, bogs, areas of saturated ground, flood plain, floodway. Identify the closest distance between the ordinary high-water mark and proposed/existing structures.
- Label the name and width of roads bordering the property and indicate whether they are public or private.
- Locate the width of existing and proposed driveways/accesses serving each structure. Include stormwater control facilities such as drains, detention ponds, connection lines, catch basins, etc.
- Label all existing and proposed parking spaces/areas. Parking in residential districts is typically not allowed in the front yard setback area. All parking shall have durable and dustless surfaces suited to all weather use, unless required otherwise. If applicable, show handicapped parking and accessible routes to the structure and within the site to other structures and features.
- Identify and label all easements and widths, deed restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property, including but not limited to access, utilities, railroads, irrigation and overhead power. Include the Auditor's file number(s).
BEFORE ANY DEVELOPMENT OCCURS, PLEASE CALL 1-509-661-8400 TO LOCATE ANY PUD EASEMENTS!
- Show the location of all existing and proposed overhead and underground utilities including, but not limited to water, sewer, gas, and electrical.
- Identify location of water lines, well and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps onto your parcel.
- Identify location of all well(s), septic/pump tank, drain field, reserve area and tight line involving the proposed structure(s). Show the distance from proposed structure(s) to septic tank, drain field, drinking water well source(s), and any water body, wetland area and/or flood plain to ensure they meet the required horizontal setbacks from each other and property lines. See Chelan Douglas Health District Horizontal Setback Table for details. If applicable, the approved Health District and County site plan must be identical.
- If drinking water wells, septic tank/drain field is off site, please show the location of these systems on the adjacent property or properties and provide a copy of the easement agreement(s).
- If applicable, identify existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- If applicable, include outdoor lighting and signage. Label each as existing or proposed.

I (We) certify under penalty of perjury and under the laws of the State of Washington the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (we) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Print Owner/Applicant Name: _____

Signature: _____ Date: _____

COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

THIS IS NOT A REVIEW. This list is used to assure that your submittal includes at least the minimum information needed to start the zoning/building review process. **Building permit applications will not be accepted until ALL requirements have been satisfied.**

| APPLICANT SUBMITTAL ITEMS | | | STAFF VERIFICATION / INTAKE COMMENTS |
|---------------------------|--------------------------|--------------------------|--|
| | YES | N/A | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Complete Application <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <input type="checkbox"/> | <input type="checkbox"/> | Have Easements Been Disclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Deed / Legal Description (<i>Attached</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes; Date Created: _____ |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Zoning: Residential, Commercial (<i>Check with Clerk-Treasurer for Setbacks, Zoning, and Critical Area Restrictions</i>) <input type="checkbox"/> County <input type="checkbox"/> UGA Name: _____ <input type="checkbox"/> Additional Requirements for UGA |
| | <input type="checkbox"/> | <input type="checkbox"/> | Have Subdivision Notes and Conditions of Approval Been Achieved? (<i>Refer to Respective Files</i>) <input type="checkbox"/> Land Use Permit Conditions of Approval attached Violations <input type="checkbox"/> No <input type="checkbox"/> Yes; File #: _____ |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | CRITICAL AREAS AND REPORTS <input type="checkbox"/> Airport Overlay District <input type="checkbox"/> Aquifer Recharge Area <input type="checkbox"/> Geologic Hazard(s) and Geologic Site Assessment <input type="checkbox"/> Wetland(s) and Wetland Delineation <input type="checkbox"/> Shoreline of the State (<i>Call the Department if unsure</i>) <input type="checkbox"/> Stream(s) and/or Lake(s) <input type="checkbox"/> Flood Plain and/or Floodway <input type="checkbox"/> Habitat <input type="checkbox"/> Resource Land (<i>e.g. AC, FC or MC zoning</i>) |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conical <input type="checkbox"/> Horizontal <input type="checkbox"/> Notice to Title <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Form Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Geologic Site Assessment Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Wetland Delineation Attached <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ <input type="checkbox"/> Height Restriction: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ <input type="checkbox"/> Setback: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Official FEMA Map Verification Required <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ <input type="checkbox"/> DFW Referral Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Setback Waiver Required |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | ADDITIONAL COMMERCIAL ITEMS SEPA (<i>Environmental Checklist</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached Landscape Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached Traffic Impact Study <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached Stormwater Drainage Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached Parking; Existing: _____ Proposed: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No: Existing: _____ Proposed: _____ ADA Compliant Parking; # of spaces: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No: Existing: _____ Proposed: _____ Employees; Existing: _____ Proposed: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No: Existing: _____ Proposed: _____ Restaurant; Existing seats: _____ Proposed: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No: Existing: _____ Proposed: _____ |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | BUILDING PLANS IN ARCHITECTUAL SCALE <input type="checkbox"/> Foundation Plan <input type="checkbox"/> Floor Plan (<i>each floor level</i>) <input type="checkbox"/> Means of Egress Plan <input type="checkbox"/> Floor Framing (<i>each floor & decks</i>) <input type="checkbox"/> Roof Framing Plan <input type="checkbox"/> Engineering (<i>Original wet-stamp required</i>) (<i>Verify design criteria w/the Building Division</i>) <input type="checkbox"/> Mechanical and Plumbing systems <input type="checkbox"/> Cross-section(s) <input type="checkbox"/> Elevation Drawings (<i>All four sides</i>) <input type="checkbox"/> Finished & Existing Grade shown and labeled <input type="checkbox"/> Elevation of Building Site: _____ (ft.) <input type="checkbox"/> Northwest Energy Efficiency Council Compliance Form <input type="checkbox"/> Heat Loss Calculations <input type="checkbox"/> Stormwater Plan (<i>If Applicable</i>) |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No Scale Utilized: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No: Snow Load: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No: Designed for Wind, Snow, Seismic and Frost? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Building Height: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning Height: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Shoreline Height: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached <input type="checkbox"/> Submittal at Framing Inspection <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Attached |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Copy of Contractor's License (<i>Unexpired</i>) <input type="checkbox"/> N/A <input type="checkbox"/> Yes; Expiration date: _____ |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map <input type="checkbox"/> Yes |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Site Plan (<i>Please refer to site plan checklist</i>) <input type="checkbox"/> Yes <input type="checkbox"/> Required Parking shown on site plan |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Submittal Fees Paid <input type="checkbox"/> Yes <input type="checkbox"/> No |

APPLICATIONS ARE REVIEWED FOR ZONING, SETBACKS AND BUILDING PLAN COMPLIANCE.

THE DEPARTMENT WILL NOTIFY THE APPLICANT ONCE THE APPLICATION IS READY FOR ISSUANCE.