



SUPPLEMENTAL INFORMATION FOR COMMERCIAL BUILDING PERMIT APPLICATION

1.	APPLICATION	Complete entire application in blue or black ink. Original signature is required from the property owner or owner's agent.
2.	ASSESSOR'S PARCEL NUMBER	This is a 12 digit number found in the upper right-hand corner of your tax statement; it will also be shown on your deed.
3.	DEED (LEGAL DESCRIPTION)	Submit a copy of your deed with the Auditor's File Number (AFN).
4.	LEGAL LOT OF RECORD	In order to process and issue a permit, your property must be a legal lot of record. "Legal lot of record" means (1) A lot created by a recorded subdivision or short subdivision, or (2) a lot greater than twenty acres in size meeting the requirements for an exempt parcel as defined in Chelan County Subdivision Code, or (3) an approved certificate of exemption, or boundary adjustment or (4) A lot created prior to October 17, 2000. <i>Portions of lots may not be considered legal lots of record unless as identified above.</i>
5.	EASEMENTS	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, irrigations and overhead power. Please refer to your deed or Title Report for easement restrictions. Easements must be disclosed on the permit application and the site plan of record with the Auditor's File Number(s). <i>Before any development occurs, please call 1-888-663-8121 to locate any PUD easement.</i>
6.	Commercial Building Project Description	Include a brief description of the project to include the following: <ol style="list-style-type: none"> 1.) A narrative of the project including the use of the building, size, number of employees, amount of retail space, hours of operation, number of proposed parking stalls, proposed landscape, proposed signage. 2.) If this is already an existing building, please include the old description as well as the new project description. 3.) The amount of impervious surface proposed to include the square footage for the following: the building footprint, parking area, driveway, etc.
7.	PROJECT ADDRESS	Contact Public Works at 509-667-6415 to verify your property address.
8.	DRIVEWAY PERMIT	Contact Public Works if accessing from a county road, private road, or access easement. Contact Washington State Department of Transportation if accessing or may impact a state road.
9.	LEGAL ACCESS	Any inspections required by the building code will require access to and means for inspection of such work. Please demonstrate legal access to your property. For example, if access to your lot requires you to cross adjacent properties, you must provide proof of legal recorded access and attach supporting recorded documents.
10.	CRITICAL AREAS/OVERLAY DISTRICTS	Check with the Community Development Department if your property is in a critical area or within an Airport Overlay District. Please be advised that a report(s) may be required and additional setbacks/restrictions may apply to your project. Critical areas may consist of the following: geologic hazardous areas, wetlands, shorelines, streams, flood plain, floodway, aquifer recharge areas, or habitat areas.
11.	APPROVED LAND USE PERMITS	If your project required a land use permit, look at the hearing packet for <i>Conditions of Approval</i> . These <i>conditions</i> must be completed prior to submittal of a Building Permit or as specified by the Hearing Examiner. List the file number(s). Examples may consist of: Variance, Conditional Use Permit, Shoreline permits, etc.
12.	PLATTED PROPERTIES	Any lot within a Short Plat or Major Subdivision may have specific notes itemized on face of the plat. Please refer to the recorded document. These notes may require additional setbacks, reports, or building standards and may require completion prior to submittal of a building permit.
13.	LANDSCAPE	A landscape plan may be required at submittal of the building permit. Please refer to Chelan County Code, Chapter 15.50.030 (see: http://www.codepublishing.com/wa/chelancounty.html for details.) or if the property is within an Urban Growth Area, please refer to the respective code for applicable requirements. Please contact Chelan County Community Development for questions.
14.	PARKING	A parking plan may be required at submittal of the building permit. Please refer to Chelan County Code, Chapter 11.90 (see: http://www.codepublishing.com/wa/chelancounty.html for details) or if the property is within an Urban Growth Area, please refer to the respective code for applicable requirements. Please contact Chelan County Community Development for questions.
15.	SEPA	A State Environmental Policy Act (SEPA) Form may be required at the submittal of the building permit. SEPA requirements are based on cumulative impacts. Please refer to Chelan County Code, Chapter 13.04

		(http://www.codepublishing.com/wa/chelancounty.html) or WAC 197-11-800. For properties within Urban Growth Areas, please refer to any additional SEPA requirements within city adopted codes.
16.	TRAFFIC IMPACT STUDY	A Traffic Impact Study (TIS) may be required at submittal of the building permit. Please refer to Chelan County Code Chapter 15.30.940 (see: http://www.codepublishing.com/wa/chelancounty.html for details), the applicant shall submit the applicant's traffic impact study to
17.	STORM WATER DRAINAGE	Please refer to the Chelan County Code, Chapters 13.16 & 13.18 for Storm Water Drainage requirements. (See: http://www.codepublishing.com/wa/chelancounty.html for details) Storm Water Drainage plans are required at the submittal of the application. Department of Ecology (DOE) may also require separate Construction Storm Water Permits. Please check with DOE. (See: http://www.ecy.wa.gov/)
	ADDITIONAL PERMITS	Please contact the Chelan-Douglas Health District (CDHD) at (509) 886-6400, for foodservice permits, if applicable. A permit may be required if facility has sanitation sinks or any foodservice.
18.	SEPTIC OR SEWER AND WATER AVAILABILITY	<p>Sewer system:</p> <ul style="list-style-type: none"> • Provide a signed copy of an availability letter from the Sewer District/Purveyor; OR <p>Septic system:</p> <ul style="list-style-type: none"> • Provide a signed copy of the septic permit and approved site plan from the Health District. Please note: the approved location of the septic, drain field, and reserve areas as submitted to the Health District must match your proposed site plan. • A new septic permit is required when the number of bedrooms or sewage flow increases, the use of a structure is changed, or new connections are made to a shared or community septic system. Check with the Health District for requirements of a re-use permit; AND <p>Water supply:</p> <ul style="list-style-type: none"> • Provide a signed copy of the water supply availability certification signed by the Water District/Purveyor. <p>Domestic water supply from a water body requires a copy of your water rights permit from Department of Ecology.</p>
19.	STRUCTURAL PLANS CHECKLIST	Submit two (2) complete engineered plans including the original wet stamp. Plans shall be drawn to ¼ scale.
20.	ENERGY CODE	Please submit Non-Residential energy code form and heat loss calculations. Please go to, http://www.energy.wsu.edu/code (Select the Northwest Energy Efficiency Council), click Energy Codes from the top section and then select Washington State Building Codes)
21.	CONTRACTOR'S LICENSE	Provide a current copy of your contractor's license, as required by state law, unless you are an owner/builder.
22.	VICINITY MAP	Driving directions must be explicit enough for inspectors or emergency vehicles to locate the property.
23.	SITE PLAN	Submit a site plan drawn to scale. Refer to the <i>site plan checklist</i> for minimum requirements.
24.	PLAN REVIEW FEES	Fees will be charged at the submittal of the permit application and at final pick-up/issuance.