



# Residential Building Permit Submittal Requirements

**BB-03**

Residential  
BULLETIN

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926\*(509) 962-7239 (Building)\*(509) 962-7231 (Planning)\*comdev@ci.ellensburg.wa.us

### One and Two Family Dwelling Units & Townhouses

This Informational Bulletin outlines the permit submittal requirements for Residential Building Permits. A building permit is required for all residential projects unless specifically exempted. The matrix on the reverse side of this bulletin lists the various types of Residential Permits, types of required documents and drawings, and the number of each item that must be provided at permit submittal. The following items are the minimum submittal requirements:

- 1. Permit Application:** A completed and signed [Building Permit Application BA-01](#) and/or [Mechanical Permit Application BA-02](#) are required for all residential projects. All Building Permit applications and forms are located on the [City of Ellensburg's website](#). Planning Permit applications are also on the [City website](#).
- 2. Construction Documents:** Drawings shall be dimensioned and drawn upon suitable material.
  - Drawings must be on a minimum of 18" x 24" paper and drawn at ¼" scale. Some larger projects may be drawn at 1/8" scale provided all information is clear and legible. The plans, calculations and supporting specifications for a project must be "stamped" if a registered design professional is required. ([See Bulletin BB-13 Architect & Engineer Requirements](#)).
  - The construction documents shall show in sufficient detail all items necessary to verify code compliance including, but not limited to: foundation plan, floor plan, floor framing plan, roof framing plan, truss layout and individual truss sheets, elevations, cross-sections from roof to foundation, structural elements, stairs, venting, egress, smoke and CO detectors, the exterior wall envelope, energy forms and other items. ([See Bulletin BB-14 Design Criteria & Codes](#)).
- 3. Site Plan:** The Site Plan must be drawn to 1:20 scale showing the size and location of new construction and existing structures, distances from lot lines, grades and elevations, streams and floodplains, existing and new utilities, easements, parking and other information. Civil drawings may be required for new road/sidewalk construction and substantially remodeled projects. ([See Bulletin BB-10 Site Plan Requirements](#)).
- 4. Valid WA State Contractor license & City Business Licenses:** Current Licenses must be provided at submittal (not required if owner exempt). ([See Bulletin BB-12 for Contractor Licensing Requirements](#)).
- 5. Permit Deposit:** The permit deposit is required to submit an application. The deposit is determined based on the project valuation and is the amount of the plan review.
- 6. Fire Sprinkler and Fire Alarm:** Fire code related submittals are made to the Fire Marshal's office. Contact the Fire Marshal at (509) 933-7241 or [prevention@kvfr.org](mailto:prevention@kvfr.org)
- 7. Electrical & Gas Service:** Contact City of Ellensburg Energy Services Dept for application(s) and requirements for new or altered electrical and/or gas service at (509) 962-7124 or [energyservices@ci.ellensburg.wa.us](mailto:energyservices@ci.ellensburg.wa.us).
- 8. Sewer & Water Service:** Contact City of Ellensburg Public Works Dept for application(s) and requirements for new or altered sewer and/or water service at (509) 962-7230 or [pubworks@ci.ellensburg.wa.us](mailto:pubworks@ci.ellensburg.wa.us).

#### Community Development currently provides three methods to apply for a building permit:

**Apply in Person:** Permit applications may be submitted in person at the address shown on this page. Permit staff are available Monday - Friday from 8:00 am -12:00 pm, 1:00 pm -5:00 pm.

**E-Mail the Application:** The permit application may be emailed to [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us) along with required submittal documents.

**Apply Via the Online Portal:** Visit <https://ci-ellensburg-wa.smartgovcommunity.com/Public/Home> You will be required to create an online profile and upload the application and required submittal documents.

This document is intended to provide guidance in applying certain regulations and is for informational use only. It cannot be used as a substitute for the Construction Codes or for other city, state or federal codes and regulations. For more information see the City website at: [www.ci.ellensburg.wa.us](http://www.ci.ellensburg.wa.us).

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## Residential Building Permit (Submittal Requirements)

	Building Permit Application	Mech/Plumb Permit App.	Critical Areas Form	Site Plan	Plan Drawings	Structural Drawings & Calcs	WSEC Energy	Truss Sheets & Truss Layout	Shop Drawings	Land Use Permits	Pre-Application Meeting	Design Review and Landscaping	Civil Drawings & Calculations	Stormwater Plan & Calculations	Asbestos & Lead
<b>New Building</b>	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
<b>Addition/Remodel</b>	a	b	c	d	e	f	g	h	i	j			m	n	o
<b>Accessory Building</b>	a	b	c	d	e	f	g	h	i	j			m	n	o
<b>Mechanical Only</b>		b													
<b>Plumbing Only</b>		b													
*See <a href="#">Bulletin BB-11 Permit Exemptions</a> for a list of items that Do Not require a permit															

### Footnotes:

- a) A complete, signed [Building Permit Application BA-01](#) is required for all residential projects.
- b) A complete, signed [Mechanical/Plumbing Permit Application BA-02](#) is required for all residential projects if new or altered.
- c) Critical area review and approval is required for projects located in or near a Critical Area per EMC Title 15, Article 6. (i.e. wetlands, floodplains, streams, slopes, etc.). ([See Form PA-02 Critical Area Review Application Form](#)), a \$150 fee is required at submittal.
- d) The site plan shall be a minimum of 1:20 scale. For specific site plan requirements ([See Bulletin BB-10 Site Plan Requirements](#)).
- e) Complete plan drawings are required that depict all fire-life-safety and structural requirements of the structure. ([See Bulletin BB-14 for Design Criteria and Codes](#)). (See engineering requirements in Note:f below)
- f) Structural drawings and accompanying structural calculations are required for the portion of the project that does not meet “prescriptive” code requirements. Plans must be stamped by a licensed engineer and/or architect unless exempted by both WA State Licensing laws and/or WA State Building Codes. ([See Bulletin BB-13 Architect & Engineer Requirements](#)).
- g) Washington State Energy Code compliance forms are required to be completed and submitted. Energy Code information and compliance forms can on located at the WSU website <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>.
- h) Engineered truss sheets and truss layout drawings are required when these components are used in the design of the project.
- i) Shop drawings are required if used but may be “deferred” and submitted later with prior approval from the Building Official.
- j) [Land Use Permits and other fees](#) may be required for such things as clearing and grading, boundary line adjustment, variances, conditional use permits, SEPA etc. Contact the Planning Department if you have any questions regarding applicable land use permits, design review and other fees (509) 962-7231 or [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us).
- k) A Pre-Application meeting may be required prior to building permit submittal for large multiple unit projects but it is not required for one-family or two-family dwellings. A \$500 fee is required. ([See Form BF-04 Pre-Application Meeting Form](#)).
- l) Design Review and Landscaping Review are required for multi-unit projects. Contact the Planning Department at (509) 962-7231 or [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us) for information regarding design review. ([See PA-01 Land Use Application Cover](#)).
- m) Civil drawings may be required for multiple units or lots with no street improvements. Contact Public Works for Civil drawing requirements (509) 962-7230 or [pubworks@ci.ellensburg.wa.us](mailto:pubworks@ci.ellensburg.wa.us).
- n) Stormwater plan(s) and calculations may be required for new multi-unit projects. Contact Public Work for specific requirements (509) 962-7230 or [pubworks@ci.ellensburg.wa.us](mailto:pubworks@ci.ellensburg.wa.us).
- o) If asbestos and/or lead paint may be present and disturbed during renovation/remodeling projects see [Bulletin BB-16](#) and follow all state and federal laws and regulations.

\*This is not a comprehensive list. The Building Department and other City Departments or agencies having jurisdiction in the City of Ellensburg may have other submittal requirements and/or may have other items that need to be addressed during the review process and before a permit can be issued.