



# Commercial Building Permit Submittal Requirements

**BB-01**

Commercial  
BULLETIN

## Community Development Department

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

This Informational Bulletin outlines the permit submittal requirements for Commercial Building Permits. A building permit is required for all Commercial projects unless specifically exempted. The matrix on the reverse side of this bulletin lists the various types of Commercial 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 Commercial 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 1/4" 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 (architect and/or engineer) is required by either WA State Licensing laws and/or WA State Building Codes. ([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: floor plan layout, structural elements, foundation, floor framing, roof framing, elevations, stairs, headers, venting, egress, smoke and CO detectors, the exterior wall envelope, 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, new and proposed 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. This may not be a complete list and other City Departments may require more information during review.

## Commercial Building Permit (Submittal Requirements)

|                                                                                                        | Pre-Application Meeting | SEPA | Critical Areas Form | Land Use Permits | Design Review | Building Permit Application | Mech/ Plumb Permit App. | Site Plan | Architectural Drawings | Structural Drawings | Mechanical Engineering | Plumbing Engineering | Code Summary Egress, ADA | NREC Energy | Shop Drawings | Civil Drawings & Stormwater | Asbestos & Lead | Fire Sprinkler & Fire Alarm Plans |
|--------------------------------------------------------------------------------------------------------|-------------------------|------|---------------------|------------------|---------------|-----------------------------|-------------------------|-----------|------------------------|---------------------|------------------------|----------------------|--------------------------|-------------|---------------|-----------------------------|-----------------|-----------------------------------|
| <b>New Building</b>                                                                                    | a                       | b    | c                   | d                | e             | f                           | g                       | h         | j                      | j                   | k                      | l                    | m                        | n           | o             | p                           | q               | r                                 |
| <b>Addition/Remodel/ Accessory Building</b>                                                            | a                       | b    | c                   | d                | e             | f                           | g                       | h         | j                      | j                   | k                      | l                    | m                        | n           | o             | p                           | q               | r                                 |
| <b>Tenant Improvement</b>                                                                              | a                       | b    | c                   | d                | e             | f                           | g                       | h         | j                      | j                   | k                      | l                    | m                        | n           | o             | p                           | q               | r                                 |
| <b>Mechanical Only</b>                                                                                 |                         |      |                     |                  |               |                             | g                       |           |                        |                     | k                      | l                    |                          |             |               |                             |                 |                                   |
| <b>Plumbing Only</b>                                                                                   |                         |      |                     |                  |               |                             | g                       |           |                        |                     | k                      | l                    |                          |             |               |                             |                 |                                   |
| *See <a href="#">Bulletin BB-11 Permit Exemptions</a> for a list of items that do not require a permit |                         |      |                     |                  |               |                             |                         |           |                        |                     |                        |                      |                          |             |               |                             |                 |                                   |

### Footnotes:

- A [Pre-Application meeting \(BF-04\)](#) is required for all Type III or IV projects and major “design review projects” (Type II review) per EMC 15.220.010. A \$500 fee is required.
- A [SEPA Checklist](#) is required for all commercial projects that are not listed as “categorically exempt” under the [WA State Environmental Policy Act](#).
- 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.
- [Land Use Permits and other fees](#) may be required for such things as clearing and grading, boundary line adjustment, variances, conditional use permits, etc. Contact the Planning Department if you have any questions regarding applicable land use permits and other fees (509) 962-7231 or [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us).
- Design Review and Landscaping Review are required for all new, most additions and many alterations Commercial projects. Contact the Planning Department at (509) 962-7231 or [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us) for the specific submittal requirements for Design Review and Landscaping Review. [\(See PA-01 Land Use Application Cover\)](#).
- A complete, signed [Building Permit Application BA-01](#) is required for all Commercial projects.
- A complete, signed [Mechanical/Plumbing Permit Application BA-02](#) is required for all Commercial projects.
- The site plan shall be a minimum of 1:20 scale. For specific site plan requirements [\(See Bulletin BB-10 Site Plan Requirements\)](#).
- Complete architectural drawings required. Plans must be stamped by a licensed engineer and/or architect unless exempted by WA State License laws [\(See Bulletin BB-13 Architect and Engineer Requirements\)](#) and [\(See Bulletin BB-14 for Design Criteria and Codes\)](#).
- Complete structural drawings and the associated calculations are required. Plans and calculations must be stamped by a licensed engineer and/or architect unless exempted by both WA State Building Codes and WA State Licensing laws and regulations [\(See Bulletin BB-13 Architect and Engineer Requirements\)](#).
- Usually, engineered and stamped mechanical drawings are required for all new, addition, substantially altered remodel or tenant improvement Commercial projects.
- Usually, engineered and stamped plumbing drawings are required for all new, addition, substantially altered remodel or tenant improvement Commercial projects.
- A detailed cover and/or other sheets are required that list all codes and code analysis for the project that includes such items as occupancies, construction types, square footages, frontage and sprinkler increases, egress analysis with size of components and routes of travel, barrier free requirements, fire separation(s), smoke control(s), etc.
- Submit Non-Residential Energy Code (NREC) forms (envelope, mechanical, lighting). Forms may be located at <http://www.neec.net/energy-codes>.
- Submit all shop drawings. Shop drawings may be “deferred” and submitted at a later date with prior approval from the Building Official or his/her designee.
- Submit Civil drawings and Stormwater Plan. Contact Public Works for Civil drawing and Stormwater Plan requirements (509) 962-7230 or [pubworks@ci.ellensburg.wa.us](mailto:pubworks@ci.ellensburg.wa.us).
- 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.
- Fire code related submittals (sprinkler & Alarm) are made to the Fire Marshal’s office. Contact the Fire Marshal at (509) 933-7241 or at [prevention@kfvr.org](mailto:prevention@kfvr.org)