



Building Permit

Submittal Requirements

Building Department

119 W. First St., Cle Elum, WA 98922, Building Dept. (509) 674-2262 Ext.110

This Informational Bulletin outlines the permit submittal requirements for Building Permits. A building permit is required for all residential and commercial projects unless specifically exempted. The following items are the minimum submittal requirements:

Permit Application: A completed, and signed Building Permit Application is required for all residential and Commercial projects. All Building Permit applications and forms are located on the City of Cle Elum's website. Planning Permit applications are also on the city website.

Construction Documents: Drawings shall be dimensioned and drawn upon suitable material.

Drawings must be on a minimum of 11" x 17" 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. 2 sets of plans must be submitted.

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, cross section elevations, stairs, headers, venting, egress, smoke and CO detectors, the exterior wall envelope, and other items.

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, property dimensions, streams and floodplains, existing and new utilities, easements, parking, size and location of impervious surfaces and other information. Civil drawings may be required for new road/sidewalk construction and substantially remodeled projects. 2 sets of plans must be submitted.

Valid WA State Contractor license & City Business Licenses: Current Licenses must be provided at submittal (not required if owner exempt).

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.

Fire Sprinkler and Fire Alarm: Fire code related submittals are made to the Cle Elum Building Department.

Electrical Permits must be obtained through Washington State Department of Labor & Industries <https://lni.wa.gov>

Sewer & Water Service: Contact City of Cle Elum Utilities Department at (509) 674-2262 Ext.107

The Cle Elum Building Department currently provides two 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-Thursday 8:00 a.m.- 4:30 p.m. and Friday 7:00 a.m.- 3:30 p.m.

Mail the Application: The permit application may be mailed along with required submittal documents and permit fees Only AFTER contacting the Building Department.

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.cityofcleelum.com

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



Stamp & initial

Building Permit Application

“No building or structure shall be erected, placed, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the City of Cle Elum.”
 See [CEMC 15.04](#).

OFFICIAL USE ONLY	
Permit #:	2024 -
Staff Person:	
Fee Total:	

PROJECT LOCATION				
Site Address:		Parcel No:		
PERMIT TYPE				
<input type="checkbox"/> New Single Family	<input type="checkbox"/> Mechanical / Plumbing	<input type="checkbox"/> Tenant Improvement		
<input type="checkbox"/> SFR Addition / Remodel	<input type="checkbox"/> Re-Roofing	<input type="checkbox"/> Fire Safety		
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Gas Conversion	<input type="checkbox"/> Demolition		
<input type="checkbox"/> Foundation	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Garage	<input type="checkbox"/> Commercial			
CONTACT INFORMATION				
PROPERTY OWNER	Name:			
	Mailing Address:			
	Phone 1:		Phone 2: _____	
	Email:			
OWNER'S AGENT	Name:			
	Mailing Address:			
	Phone 1:		Phone 2: _____	
	Email:			
DESIGNER	Name:			
	Mailing Address:			
	Phone 1:		Phone 2: _____	
	Email:			
CONTRACTOR	Name:			
	Mailing Address:			
	Phone 1:		Phone 2: _____	
	Email:			
	City Business License No:		Expiration Date:	
	State Contractor License No:		Expiration Date:	

PROJECT INFORMATION

Description of Work:								
Existing Use:				Proposed Use:				
Total Existing Area (sq/ft)				Total New Area (sq/ft)				
Number of Stories:		Basement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Heat Source:	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Other _____
Sewer Connection:	<input type="checkbox"/> N/A	<input type="checkbox"/> Existing	<input type="checkbox"/> New		Water Connection:	<input type="checkbox"/> N/A	<input type="checkbox"/> Existing	<input type="checkbox"/> New
Project Valuation:	Projects with new square footage will be valued by Building Official. Remodels, T.L., Fire Safety Permits, etc. may be valued by the Contractor at Fair Market Value.						\$	

NOTICE

The owner, licensed contractor and/or Authorized Agent is hereby provided with the following notice:

- The state contractors registration act (RCW chapter 18.27) requires all persons doing any work as a contractor to obtain a Certificate of Registration from the Washington State department of Labor and Industries.
- The owner will personally perform the proposed construction or the owner will construct to have the above work performed by a Registered Contractor.
- The owner, if not a registered contractor, may construct improvements on his or her own property provided it is done WITHOUT the intention of selling the improved property.
- It is unlawful to do any work as a contractor without a Certificate of Registration. Violation of these requirements is a misdemeanor.
- This building permit will expire unless an approved inspection is completed once a year.
- It is the owners' responsibly to make sure all inspections are performed and shall not occupy or use without a final inspection or Certificate of Occupancy.

I hereby acknowledge that I have read this application and state the above information is correct. I agree to comply with all current codes, laws, regulations and permit requirements related to this project. I hereby certify that I will pay all fees as required by law, including any applicable review fees if I do not purchase the permit. I hereby grant to the City of Cle Elum Building Department a right to enter onto the premises as described for this permit application, for the purpose of making such inspections and tests as may be required. All permit fees are non-refundable.

Signature of Applicant:	Date:
I am the: <input type="checkbox"/> Owner <input type="checkbox"/> Owners' Authorized Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Designer	

TO BE COMPLETED BY CITY STAFF			
Use Zone:	Allowed use: <input type="checkbox"/> Yes <input type="checkbox"/> No	Variance Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No	CUP Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No
Setbacks: FRONT: _____ SIDES: _____ / _____ REAR: _____	Critical Areas Present: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Flood Zone:	Other Critical Areas:	Elevation Cert. Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Side Design Review Req'd: <input type="checkbox"/> Yes <input type="checkbox"/> No		Notes:	
Other Notes:			