



BUILDING PERMIT

Submittal Requirements

119 W First Street, Cle Elum, WA 98922 ~ (509) 674-2262 ~ www.cleelum.gov

This Informational Bulletin outlines the permit submittal requirements for Building Permits. A building permit is required for all residential, commercial, fire safety, mechanical, plumbing, and other projects unless specifically exempted. Electrical permits must be obtained through the Washington State Department of Labor & Industries see: www.lni.wa.gov.

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. Applications and related forms are available on the City's website.

Construction Documents: Drawings must be drawn at $\frac{1}{4}$ " scale. Some larger projects may be drawn at $\frac{1}{8}$ " scale provided all information is clear and legible. The plans, calculations and supporting specifications for a project must be stamped (if required) by either a Washington State Architect or Engineer or both.

NOTE: Construction Documents must show in sufficient detail all items necessary to verify code compliance including, but not limited to: floor plans, framing plans, foundation plans, structural elements, cross sections, elevations, stairs, headers, venting, egress, smoke and CO detectors, exterior wall envelope, and other items.

Site Plan: The site plan must be drawn to an appropriate scale that clearly depicts the size and location of all new and existing structures, distances from property lines, grades and elevations, property boundaries, streams and floodplains, existing and proposed utilities, easements, parking areas, and the size and location of all impervious surfaces. Civil drawings may be required for new road or sidewalk construction and for major remodels. If applicable, plans must be stamped by a Washington State-licensed architect, engineer, or both.

Permit Deposit: A monetary deposit, based on the project type, is required at the time of application. Once the deposit is received, a permit number will be issued.

Valid Licenses: Provide a current Washington State Contractor's License and City of Cle Elum Business License at time of submittal. (Not required if the owner qualifies for exemption.)

Electronic Submittal: Only PDF versions of permit applications, site plans, construction drawings, and other required documents will be accepted. Submissions in any other format or missing required information will be rejected. Each document must be clearly labeled and submitted as a separate, individual PDF file. See the City's website for Electronic Submittal Instructions.

This document is intended to provide guidance and is for informational use only. Please contact the City of Cle Elum Building Department if you have any questions.

119 West First Street
Cle Elum, WA 98922

Telephone · (509) 674-2262
Fax · (509) 674-4097

www.cleelum.gov



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 #:	2026 -
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:		
OWNER'S AGENT	Phone 1:	Phone 2:	
	Email:		
DESIGNER	Name:		
	Mailing Address:		
CONTRACTOR	Phone 1:	Phone 2:	
	Email:		
City Business License No:		Expiration Date:	
State Contractor License No:		Expiration Date:	
PROPERTY OWNER	Name:		
OWNER'S AGENT	Mailing Address:		
DESIGNER	Phone 1:	Phone 2:	
CONTRACTOR	Email:		
CONTRACTOR	Name:		
CONTRACTOR	Mailing Address:		
CONTRACTOR	Phone 1:	Phone 2:	
CONTRACTOR	Email:		
CONTRACTOR	City Business License No:		Expiration Date:
CONTRACTOR	State Contractor License No:		Expiration Date:

PROJECT INFORMATION

Description of Work:

Exiting 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.I., 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' responsibility 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		Historic Register: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes:			