



CITY OF CHELAN

P.O. BOX 1669

135 E. JOHNSON ST.

CHELAN, WA 98816

(509)682-8017

(509)682-8050 (FAX)

AIRPORT STRUCTURE BUILDING PERMIT APPLICATION

In order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. *Failure to submit the required information will cause undue delay in the permit review process, and failure to include any of the documents or information listed will result in the City's being unable to accept the Building Permit Application.* If you should have any questions regarding the minimum requirements of submittal, please call the Building Department at (509)682-8017 prior to bringing the submittal package to the City.

**AIRPORT STRUCTURES
SUBMITTAL REQUIREMENTS**

APPLICATION DOCUMENTS (SUBMIT TWO COMPLETE SETS)

WRITTEN DOCUMENTS:

- _____ Building Permit Application (Original)
- _____ Legal description of property
- _____ Copy of contractor's registration number
- _____ Copy of contractor's city business license
- _____ Structural calculations (2 copies)
- _____ Energy code compliance forms (if structure is to be heated)
- _____ Specifications (2 copies)
- _____ Special Inspection and Testing Agreement

FEES:

- _____ Approximate plan review fees are due at the time of application submittal.

REQUIRED PLANS AND DRAWINGS: (See attached pages for specific requirements):

- _____ Site plans
- _____ Floor plans
- _____ Elevations
- _____ Stair section (if applicable)
- _____ Structural foundation plan
- _____ Structural framing plans
- _____ Roof framing plans
- _____ Structural notes and details

SPECIFIC REQUIREMENTS FOR PLANS AND DRAWINGS

The following is a detailed description of the format and the items required to appear on the drawing set. All drawings within a submittal shall conform to the following requirements:

SHEET SIZE - SELECT ONE:

- 11" x 17"
- 18" x 24"
- 24" x 36"
- 30" x 42"
- 36" x 48"

It would be helpful if all drawings also included a drawing title and drawing number.

SCALE:

- _____ Drawing scale shall be indicated using a bar-scale symbol for plan reduction integrity. The symbol must appear on all sheets.
- _____ Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and shall be at a scale of 1" = 20', or 1" = 30'; architectural floor plans shall be 1/4" = 1' scale.
- _____ North Arrow - all site drawings and site related drawings (i.e., vicinity map, detail enlargements, etc.) shall include a north arrow.
- _____ Plans must be wet stamped and signed by an architect or engineer registered in Washington State (if required by building department or by state law).

DESCRIPTION OF SUBMITTAL DRAWINGS:

The drawing titles and the information described under the titles below are presented in a fashion consistent with standard practice in the industry. However, the information described under the drawing titles is a minimum requirement for a building permit submittal. The logical arrangement of the required information is left up to the applicant.

BUILDING DATA TO BE SHOWN ON PLANS:

- _____ Type of construction (list if sprinklered or non-sprinklered)
- _____ Occupancy group(s)
- _____ Allowable floor area/Area increases
- _____ Proposed floor area
- _____ Building height

SITE PLAN:

- _____ Property lines: Show location and dimensions.
- _____ Adjacent Taxiways and Access corridors: Locate and label.
- _____ Land use code setbacks: Show front, side and rear setbacks (if applicable). Designate which is front, side and rear setbacks.
- _____ Existing and proposed structure: Show location, overall dimensions and use of all existing and proposed buildings and structures on the site; show distances to property lines.
- _____ Dark Sky Ordinance: Indicate arrangement of outdoor lighting fixtures and accent lighting and the aiming of lights downward onto the ground surface.

TYPICAL FLOOR PLANS:

- _____ Indicate square footage for each floor.
- _____ Floor layout: Show arrangement of walls; note proposed use and dimensions of all areas; label all fire-rated walls, state type and hour rating.
- _____ Windows and doors: Show location and dimensions of new, removed or replaced windows, doors and skylights.
- _____ Fixture locations: Show location of exit signs, handicapped signs, fire extinguishers, fans, vents, plumbing fixtures, mechanical equipment, etc.

CROSS SECTIONS AND DETAILS:

- _____ Show typical wall assemblies and ratings; call out material types and thicknesses.
- _____ Call out approval agency for rated assemblies.

ELEVATIONS:

- _____ Show all elevations of each side; provide finished floor level for each floor; show proposed grades;
 - show maximum building height; show maximum site slope.
- _____ Roof: show roof overhang and indicate pitch of roof, or minimum slope to drain.
- _____ Openings: Show doors, windows, skylights.

ROOF PLAN:

- _____ Roof slope: Indicate hips, valleys, gables and ridge.

STRUCTURAL FOUNDATION PLAN:

- _____ Accurately locate all columns, footings and grade beams. Indicate size and reinforcing of all members.
- _____ Provide column connection detail. Indicate any framing anchors, welds, anchor bolts, grout, etc.
- _____ Foundation Wall: Show shape, all dimensions including maximum wall heights and all connections. Provide foundation sections at various points around system.
- _____ Show floor system.

ROOF, FLOOR AND DECK FRAMING PLANS:

- _____ Roof, floor and deck structural system: Show size, spacing, direction, support, connections, blocking, etc.
- _____ Bearing walls: Show all bearing walls and/or column beam support to footing.
- _____ Show mechanical equipment location and design for its dead load (if applicable).

STRUCTURAL CROSS SECTIONS AND DETAILS:

- _____ Show typical wall section with all materials labeled, size and spacing of all members; include all dimensions, height, insulation, sheathing, connections, siding, etc.
- _____ Show typical roof section with all materials labeled, size and spacing of all members; include all dimensions, venting, insulation, connections, sheathing, type of roofing, slope of roof. Show scupper, overflow and downspout details. *Note that many of these details are typically included in architectural detailing and need not be duplicated in structural drawings.*
- _____ Show typical foundation section with all materials labeled, size and spacing of all members, all dimensions; include: wall thickness, rebar size and spacing, rebar clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundations, slab thickness, drainage for foundation retaining wall.

STRUCTURAL NOTES:

- _____ Specify all design loads and include: live (including floor, stairs, etc.), dead (including mechanical equipment, materials, etc.), wind, earthquake, snow, equivalent fluid pressure, soil bearing, etc.

ENERGY CODE DATA:

- _____ Show R values of all insulation in appropriate places on architectural sections.
- _____ Provide an energy code design summary on the plans and include: Insulation R values, glazing class of windows and skylights, percentage of total glazing in floor area, type of heating system and its efficiency rating.
- _____ If a U- value analysis is done, provide a design summary on the plans and include: Type of heating system and its efficiency rating, R- values of insulation, U- values of all windows, skylights, wall assemblies, floor assemblies and roof assemblies. Provide detailed calculations. (see <http://www.neec.net/resources/resources>) for Zone 2 commercial compliance forms.
- _____ A narrative description of the mechanical and lighting systems is required if the mechanical and lighting plans are to be submitted at a later date.

LICENSING REQUIREMENTS:

- _____ Contractors must be licensed as required by Washington State Law.
- _____ Business license required within the City limits.

UTILITIES:

- _____ Water, sanitary, sewer and storm sewer connections - Contact: City of Chelan Public Works Department (509)682-8030
- _____ Electrical - Contact: Chelan Co. PUD (509)682-2581
- _____ Buried cable - Before you dig - call (800) 424-5555

OTHER INFORMATION AND REQUIREMENTS:

SETBACKS

- Front: Five feet.
- Side: Ten feet, five feet where border by taxiway or roadway greater than twenty feet in width.
- Rear: No requirement

BUILDING DESIGN

Color: Earth tone colors.

Doors: No sliding doors with supports that extend beyond exterior walls of building.

Floors: All buildings must have concrete floors.

Height: Thirty-five feet.

Construction: All buildings must be built out of metal.

DESIGN MINIMUMS

_____	35 PSF roof snow load	Seismic Zone - D
_____	45 PSF ground snow load	Climate Zone - 2
_____	85 mph wind speed	Frost Line - 18"
_____	Exposure "C" typical	

Architect/Engineer design and calculations required for buildings over 4,000 sq. ft. (new, addition or remodeled) RCW 18.08.410.

_____ SEPA (State Environmental Policy Act) Environmental Checklist: You must complete an environmental checklist if your project meets any of the following criteria:

- The construction or location of any residential structures with more than four dwelling units.
- The construction of an office, school commercial, recreational, service or storage building more than 4,000 sq. ft.
- The construction of a parking lot designed for 20 automobiles.
- Any landfill or excavation of more than 100 cubic yards throughout the total lifetime of the fill or excavation.

**Please allow a minimum of four to six weeks for SEPA review.

Electrical Permit - Contact: Labor & Industries (509)886-6500

Plumbing and Mechanical permits - Contact: City of Chelan

➔ Special Inspection of high strength bolting is required per International Building Code Section 1704. Such inspection may be done on a periodic basis. The special inspector shall provide the city with a final report per International Building Code Section 1704.1.2. The special inspector shall be employed by the owner or engineer of record. The special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring inspection.

➔ **Special inspection of high strength bolts will not be required if tension control bolts approved by the building official are used.**

PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF CHELAN MUNICIPAL CODE AND STREET STANDARDS FOR CODE REQUIREMENTS.

The department director may require additional information or materials when necessary to augment a permit application.

If you have any questions concerning your application submittal, please call the City of Chelan Planning and Building Department at (509)682-8017.

SIGN PERMITS AND FILL AND GRADE PERMITS MUST BE OBTAINED SEPARATELY FROM THE CITY BUILDING DEPARTMENT. RIGHT-OF-WAY EXCAVATION PERMITS MUST BE OBTAINED FROM THE CITY OF CHELAN DEPARTMENT OF PUBLIC WORKS.

Updated 5/27/2009

CITY OF CHELAN BUILDING PERMIT APPLICATION DEPARTMENT OF CODE ADMINISTRATION P.O. BOX 1669 135 E. JOHNSON CHELAN, WA 98816 (509) 682-8017 or (509) 682-8050 (FAX)		DATE APPLIED
		PERMIT NO.
JOB SITE ADDRESS		JOB SITE PHONE
LEGAL DESCRIPTION		PARCEL NO.
NATURE OF WORK		LABOR AND MATERIALS \$
TYPE OF CONSTRUCTION: <input type="checkbox"/> New Commercial <input type="checkbox"/> Commercial Alteration <input type="checkbox"/> Commercial Addition <input type="checkbox"/> Mobile Home <input type="checkbox"/> New Residential <input type="checkbox"/> Residential Alteration <input type="checkbox"/> Residential Addition <input type="checkbox"/> Other <input type="checkbox"/> Multi-Family <input type="checkbox"/> Tenant Improvements <input type="checkbox"/> Foundation <input type="checkbox"/> Demolition Sq. Ft. _____ Start Date _____ Disposal Site _____		
APPLICANT'S NAME:		TELEPHONE:
		DAY (____) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CELL(____) _____
OWNER'S NAME:		TELEPHONE:
		DAY (____) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CELL(____) _____
CONTRACTOR'S NAME: (copy of contractor's registration card required):		TELEPHONE:
		DAY (____) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CELL (____) _____
CONTRACTOR'S LICENSE NO.	LICENSE EXPIRATION DATE:	CITY BUSINESS LICENSE NO. (REQUIRED)
ARCHITECT/DESIGNER'S NAME:		TELEPHONE:
		DAY (____) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CELL (____) _____
LENDING AGENCY NAME: (RCW 19.27.095)		TELEPHONE:
		DAY (____) _____
MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP)		CELL (____) _____
<input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> New <input type="checkbox"/> Existing		Within 200 ft. of: ____ Lake ____ Stream
I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.		
_____ Date Submitted: _____		_____ Date Submitted: _____
Applicant Signature		Authorized Agent Signature
Print Name _____		Print Name _____
Place Where Signed: _____, WA		Place Where Signed: _____, WA

**SPECIAL INSPECTIONS AND TESTING AGREEMENT
AIRPORT STRUCTURES ONLY
CITY OF CHELAN**

Building Department

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the International Building Code

Project Name/Address: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, engineer or architect of record acting as the owner's agent, shall complete one copy of this agreement, the attached structural tests and inspections scheduled including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspections requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the building department prior to performing any duties. Each special inspector shall submit his/her qualifications to the building department and is subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the building department when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of International Building Code Section 1704. The following conditions are also applicable:

Duties and Responsibilities of the Special Inspector:

1. Observe Work

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the I.B.C. Architect/engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

The inspection of high strength A325 and A490 bolts shall be in accordance with approved nationally recognized standards and the following:

While the work is in progress, the special inspector shall determine that the requirements for bolts, nuts, washers and bolted parts; and installation and tightening in such standards are met. Such inspections may be performed on a periodic basis in accordance with the requirements of Section 1704.3.3. The special inspector shall observe the calibration procedures when such procedures are required by the plans or specifications and shall monitor the installation of bolts to determine that all plies of connected materials have been drawn together and that the selected procedure is properly used to tighten all bolts.

2. Furnish final report

The special inspector or inspection agency shall submit a final signed report to the building department stating that all items requiring special inspection and testing were fulfilled and , to the best of his/her knowledge in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the I.B.C. Items not conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities

1. Notify the special inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached scheduled and as noted on the building department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide access to approved plans

The contractor is responsible for providing the special inspector access to approved plans at the job site.

3. Retain special inspection records

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

C. Building Department Responsibilities

1. Approve special inspection

The building department shall approve all special inspectors and special inspection requirements.

2. Monitor special inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's inspector. His/her approval must be obtained prior to placement of other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

D. Owner Responsibilities

The project owner or the engineer or architect of record acting as the owner's agent shall fund special inspection services.

E. Engineer or Architect of Record Responsibilities

The engineer or architect of record shall include special inspection requirements on the plans and specifications.

ACKNOWLEDGMENT

I have read and agree to comply with the terms and conditions of this agreement.

Owner: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Special Inspector
or Inspection Agency: _____ By: _____ Date: _____

Project Engineer/
Architect: _____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____ Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE
STRUCTURAL STEEL/WELDING

- | | | |
|---|-------------------------------|---|
| <input type="checkbox"/> Welding Inspection | <input type="checkbox"/> Shop | <input type="checkbox"/> Field |
| <input type="checkbox"/> Ultrasonic Inspection | <input type="checkbox"/> Shop | <input type="checkbox"/> Field |
| <input type="checkbox"/> High Strength Bolting Inspection | <input type="checkbox"/> Shop | <input type="checkbox"/> Field |
| <input type="checkbox"/> A325 | <input type="checkbox"/> N | <input type="checkbox"/> X <input type="checkbox"/> F |
| <input type="checkbox"/> A490 | <input type="checkbox"/> N | <input type="checkbox"/> X <input type="checkbox"/> F |