



## CITY OF CHELAN

P.O. BOX 1669  
135 E. JOHNSON ST.  
CHELAN, WA 98816  
(509)682-8017  
(509)682-8050 (FAX)

# RESIDENTIAL DOCK PERMIT APPLICATION

**I**n 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.

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**DOCK PERMIT  
SUBMITTAL REQUIREMENTS  
(Including New/Additions/Repair of Docks)**

**APPLICATION DOCUMENTS**

Please submit one complete set of plans, one electronic set of plans AND two site plans.  
(The electronic version of plans may be submitted with the application on a disc/flash drive or emailed to [llwilliams@cityofchelan.us](mailto:llwilliams@cityofchelan.us))

Please place check marks by completed items and write N/A by those that do not apply.

**WRITTEN DOCUMENTS:**

- ☐ Building Permit Application
- ☐ Copy of Deed with legal description of property
- ☐ Completed Ownership Certification Form
- ☐ Copy of contractor's registration number
- ☐ Structural and civil calculations (If required)
- ☐ Approval Document regarding Joint Aquatics Resource Permit Application (JARPA)
- ☐ Determination Document regarding SEPA Environmental Checklist
- ☐ Specifications (If applicable)

**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 drawn to scale
- ☐ Architectural sections and details
- ☐ Elevations
- ☐ 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:**

<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> 30" x 42"
<input type="checkbox"/> 18" x 24"	<input type="checkbox"/> 36" x 48"
<input type="checkbox"/> 24" x 36"	

*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 should be at a scale of 1" = 20', or 1" = 30'; architectural floor plans are preferred to be 1/4" = 1' scale.
- ☐ All site drawings (architectural, civil, landscaping, etc.) shall be of a consistent scale.
- ☐ North Arrow - all site drawings and site related drawings (i.e., vicinity map, detail enlargements, etc.) shall include a north arrow.
- ☐ Vicinity Map - One shall be included in the drawing set sufficient to identify the project location.
- ☐ 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).



# CITY OF CHELAN

DEPARTMENT OF COMMUNITY DEVELOPMENT  
135 E JOHNSON AVENUE, PO Box 1669, CHELAN, WA 98816  
TELEPHONE: (509) 682-8017 FAX: (509) 682-8050

## RESIDENTIAL BUILDING PERMIT APPLICATION

SINGLE FAMILY RESIDENCE, ACCESSORY DWELLING UNIT,  
ACCESSORY STRUCTURE

**Parcel Number (APN):** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_ (Acres)  
**Parcel Address:** \_\_\_\_\_  
**Abbreviated Legal Description:** \_\_\_\_\_  
**Property Owner(s):** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_ ☐ **Copy of Recorded Deed is required as an attachment for new construction.**

**Applicant:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_ **City Business License:** \_\_\_\_\_  
**Contractor's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Application For:** ☐ New ☐ Remodel ☐ Addition ☐ Fire Repair/Replacement ☐ Demo & Date: \_\_\_\_\_  
☐ Single Family Residence ☐ Accessory Dwelling Unit ☐ Accessory Structure ☐ Other! \_\_\_\_\_  
**Labor and Material Valuation:** \$ \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Development/Structure Details:** \_\_\_\_\_ **Dimensions of Building Footprint:** \_\_\_\_\_ (ft.)

**Building Height:** \_\_\_\_\_ (ft.)

☐ **Label Existing/Finished Grade on all 4 elevation views of Building Plans**

**Will this structure be used as a Short Term Rental for less than 30 days?**

**Impervious Surface (IS) Information in Square Feet:** \_\_\_\_\_ **Yes** **No**

**Refer to City of Chelan City Standards (Appendix A) for the definition of "Impervious Surface."**

**Existing IS (Include existing roof, driveway, etc.):** \_\_\_\_\_ **New IS (Include new roof, driveway, etc.):** \_\_\_\_\_

**Total Impervious Surface (Existing Impervious Surface plus New Impervious Surface):** \_\_\_\_\_ (sq. ft.)

**Floor Area(s)—check all that apply and indicate the area in Square Feet:**

☐ Basement: \_\_\_\_\_ ☐ Main/1st Floor: \_\_\_\_\_ ☐ 2<sup>nd</sup> Floor: \_\_\_\_\_ ☐ 3<sup>rd</sup> Floor: \_\_\_\_\_ ☐ Decks: \_\_\_\_\_

☐ Covered Porches/Decks: \_\_\_\_\_ ☐ Carport: \_\_\_\_\_ ☐ Garage: \_\_\_\_\_ ☐ Attached ☐ Detached

**#Existing Kitchens:** \_\_\_\_\_ **Proposed New Kitchens:** \_\_\_\_\_ **Total # Kitchens:** \_\_\_\_\_

**#Existing Bedrooms:** \_\_\_\_\_ **Proposed New Bedrooms:** \_\_\_\_\_ **Total # Bedrooms:** \_\_\_\_\_

**#Existing Bathrooms:** \_\_\_\_\_ **Proposed New Bathrooms:** \_\_\_\_\_ **Total # Bathrooms:** \_\_\_\_\_

☐ **Retaining Wall(s):** Length(s): \_\_\_\_\_ Ft. Height(s): \_\_\_\_\_ Ft. ☐ **Propane Tank Size:** \_\_\_\_\_ (gals)

**Sanitation Disposal:**

☐ Sewer   ☐ Septic Permit #: \_\_\_\_\_ ☐ Existing   ☐ New

☐ *Provide copy of septic permit, if applicable*

**Please Complete the Following:**

1.	What is the current use of the property? _____
2.	List all existing structures on the property, the year constructed, and the Building Permit Number (if applicable): _____ _____ _____ <input type="checkbox"/> <i>Label and identify on site plan.</i>
3.	Please identify legal access to the subject property and list Auditor's File # (AFN) if applicable: _____ _____
4.	List and attach all Easements, Deed Restrictions, or other Encumbrances restricting the use of the property. (Refer to your subdivision, deed and/or Title Report) List by auditor's file number (AFN) and identify easement type: _____ _____ _____ <input type="checkbox"/> <i>Label and identify on site plan.</i>
5.	*Is the property within 200 feet of a lake, stream, wetland, drainage way? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes please identify: _____
6.	*Are there any geologically hazardous areas on property or within 250 feet? For example: landslide areas, areas of soil erosion, or areas of historic slope failure? <input type="checkbox"/> Yes <input type="checkbox"/> No, ( <i>Check applicable</i> )
7.	Please list any other applicable applications or approvals ( <i>file numbers</i> ) from Federal, State or Local Agencies for any structures, construction, or other activities necessary for approval of this building permit application: _____
<b>*May involve height restrictions, a wetland delineation, a geologic site assessment, and additional setback requirements. Inquire with Chelan Planning Development</b>	

**If applicable: (Required by RCW 19.27.095)**

Lending Agency Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor's Bonding Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Print Owner/Applicant Name: \_\_\_\_\_

Place Where Signed: \_\_\_\_\_, WA

CALL BEFORE YOU  
DIG  
1-800-424-5555

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## OWNERSHIP CERTIFICATION

I, \_\_\_\_\_, hereby certify that I am the major property owner(s) or officer of the corporation owning the property described in the attached application. I also hereby certify under penalty of perjury under the laws of the State of Washington that this application and that the statements, answers, and information are in all respects true and correct to the best of my knowledge and belief. I have also familiarized myself with the rules and regulations of the City of Chelan

Property Address: \_\_\_\_\_ Project Desc.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For: \_\_\_\_\_ Parcel No.: \_\_\_\_\_  
(Corporation or company name)

## ACKNOWLEDGMENT

State of Washington   )  
  )  
County of Chelan       )

On this day personally appeared before me \_\_\_\_\_ to be known to be the individual described in and who executed the within and foregoing instrument and acknowledge to me that (*he, she, they*) signed the same as (*his, her, their*) free and voluntary act and deed for the uses and purposes therein mentioned.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington

Printed Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Residing in: \_\_\_\_\_

Date: \_\_\_\_\_

Other property owners included in this application must be listed below: (attach additional sheet if necessary)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**CITY OF CHELAN  
CRITICAL AREAS REVIEW CHECKLIST**

Completion of this environmental review checklist shall be required prior to any development or other alteration in or within 250' (two hundred and fifty feet) of any known or potential Critical Area in the City of Chelan or its UGA. An application submitted for any use or activity requiring a permit shall not be considered complete until this form has been completed, signed and placed in the project file. This checklist is not a substitute for an Environmental Checklist required under SEPA.

**GENERAL INFORMATION**—to be completed by the applicant when this checklist is submitted

<b>Applicant</b>		
Name:		
<input type="checkbox"/> Landowner <input type="checkbox"/> Owner's agent. If agent, landowner's name:		
Address:		
City:	State:	ZIP:
Phone:	FAX:	Email:
<b>Site</b>		
Address:		
Parcel Number(s):		
Zoning District:		

**Brief description of project:**

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Please attach any information that will assist the City in its preliminary evaluation of the proposed alteration.

I hereby certify that I will pay all fees, if any, 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.

Applicant Signature \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Print Name \_\_\_\_\_

Place Where Signed: \_\_\_\_\_, WA

**FOR OFFICIAL USE ONLY**

**FINDINGS AND STUDY REQUIREMENTS**—to be completed by the Administrator based on his or her preliminary evaluation

**Administrator's findings based on Preliminary Evaluation:**

- ☐ (A) The proposed alteration is not located in or in such proximity to a Critical Area defined by Chapter 14.10 that it poses a threat to proposed development or to the health or safety of humans or the environment of the subject property or adjacent properties. No further study is required at this time.
- ☐ (B) The proposed alteration is in or adjacent to a Critical Area and is exempt from the requirements of the Critical Area Ordinance (Chapter 14.10). Nature of Exemption and code section:

- 
- ☐ (C) The proposed alteration is located in or adjacent to, or includes project actions that may affect, one or more Critical Areas, as indicated below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Wetland                     | <input type="checkbox"/> Critical Aquifer Recharge Area | <input type="checkbox"/> Fish and Wildlife Habitat Conservation Area |
| <input type="checkbox"/> Geologically Hazardous Area | <input type="checkbox"/> Frequently Flooded Area        |  |

**Information source(s) used by the Administrator in his or her preliminary evaluation:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City of Chelan generalized Critical Areas map  | <input type="checkbox"/> Wetland map based on the NWI                            | <input type="checkbox"/> SWAP map                         |
| <input type="checkbox"/> PHS Maps or other maps based on current PHS data                                       | <input type="checkbox"/> <i>The Flood Insurance Study for the City of Chelan</i> | <input type="checkbox"/> <i>Chelan County Soil Survey</i> |
| <input type="checkbox"/> <i>Seismic Design Category Map for Residential Construction in Washington, Sheet 2</i> |  |   |
| <input type="checkbox"/> Other  |  |   |

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**The Administrator requires that the following information be provided:**

- ☐ Critical area study for Wetlands
- ☐ Wetland identification and delineation
- ☐ Critical area study for Critical Aquifer Recharge Areas
- ☐ Hydrogeologic evaluation (required as part of Critical Area Study if the applicant is requesting that the City declassify or reclassify a specific area designated as a Critical Aquifer Recharge Area)
- ☐ Critical area study for Fish and Wildlife Habitat Conservation Areas
- ☐ Critical area study for Geologically Hazardous Areas

**Note: no Critical Area Study is required for Frequently Flooded Areas; however, all development in such areas requires compliance with the City's Flood Hazard Areas provisions (Chapter 15.10, CMC)**

*continued on next page*

**CHECKLIST DOCUMENTATION**—to be completed by the Administrator and signed by the Administrator and the applicant when all required information has been submitted and any permit conditions have been determined.

- ☐ Documentation of preliminary evaluation is attached
- ☐ Documentation of Administrator's findings supporting any exemption, exception, or waiver is attached
- ☐ Any required information (e.g., Critical Area Study) is attached
- ☐ Any permit conditions, including but not limited to requirements for mitigation, monitoring and reporting, or buffers, are attached

**For the City of Chelan:**

The attached information, including any required Critical Area Study, Administrative findings, and permit conditions, satisfies the intent of Chapter 14.10 related to the protection of Critical Areas, public and private property, and the public health, safety, and welfare.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Owner/Applicant:** The information provided is the best information available concerning the location of Critical Areas as defined by Chapter 14.10. The proposed alteration and the mitigation proposed will, to the greatest extent possible, protect Critical Areas, public and private property and the public health, safety, and welfare.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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## Community Development Department

135 E Johnson Ave.  
P.O. Box 1669  
Chelan, Washington, 98816  
(509)682-8017 Fax (509)682-8050

# Single Family Site Plan Requirement

*Complete this form to submit at the Community Development Dept. to submit your application.*

Many different permits require a site plan (sometimes called a "plot plan"), which is a detailed and accurate map of the subject property. To avoid delays in the review and approval of your project, a complete and accurate site plan drawn to scale is required. A complete site plan will include all the site features and information listed below (depending on your site and scope of project, of course). Assume all items are required unless they are not applicable (N/A) or not relevant to your project or project site.

**Property information, including relevant zoning code, topography, site features, etc.,** for your property may be obtained from [City of Chelan Maps](#).

The last page includes a sample site plan, showing a majority of the items listed below.

### GENERAL SITE FEATURES AND INFORMATION

Whenever new construction or exterior work is proposed, it is important to identify the piece of property where the work is to occur, the relationship of that work to nearby properties and streets, and the scope of the work that is to occur. It is recommended that the site plan be prepared by a licensed professional.

	Required	N/A
The <b>property owner's name</b> , the assessor's <b>parcel number</b> and the site's <b>address</b> .	<input type="checkbox"/>	
A <b>North arrow</b> indicating the direction North.	<input type="checkbox"/>	
The maps <b>scale</b> . A scale of 1" = 10' is typical, but not less than 1/4" = 1'.	<input type="checkbox"/>	
All <b>property lines</b> , <b>easements</b> (utilities, access, etc.), and <b>site dimensions</b> including bearings and distances.	<input type="checkbox"/>	
The <b>dimensions</b> between buildings, and from buildings (including overhangs and projects) to all property lines.	<input type="checkbox"/>	<input type="checkbox"/>
Label <b>structures to be demolished</b> , such as detached garage, shed, single family house.	<input type="checkbox"/>	<input type="checkbox"/>
The locations and square footage of all existing and/or proposed <b>driveways, walkways, decks, patios and other impervious surfaces</b> , indicating surface materials and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
Clear <b>distinction</b> between any <b>existing</b> and <b>proposed</b> buildings or site features.	<input type="checkbox"/>	<input type="checkbox"/>
All <b>streets</b> and <b>alleys</b> , with <b>street names</b> . Note the nearest cross street.	<input type="checkbox"/>	<input type="checkbox"/>
The <b>location, dimensions</b> and <b>square footages</b> of all <b>existing</b> and <b>proposed</b> buildings.	<input type="checkbox"/>	<input type="checkbox"/>
The <b>use</b> of each building or area (garage, residence, ADU, show shed, etc.). Including retaining walls, rockeries, and the like.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Finished grades</b> , and <b>steep slopes</b> (15% or greater) and/or <b>fill areas</b> .	<input type="checkbox"/>	<input type="checkbox"/>
The <b>height</b> of fences, decks, retaining walls, rockeries and other similar elements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Finished floor elevations</b> , including garage floor.	<input type="checkbox"/>	<input type="checkbox"/>
If a geotechnical report has been provided, ensure any relevant <b>geotechnical recommendations</b> are clearly shown, such as identified landslide areas and buffers.	<input type="checkbox"/>	<input type="checkbox"/>

## PLANNING SITE FEATURES AND INFORMATION

Whenever new construction or exterior work is proposed, certain information must be provided to ensure that the City of Chelan Zoning Code requirements are being met.

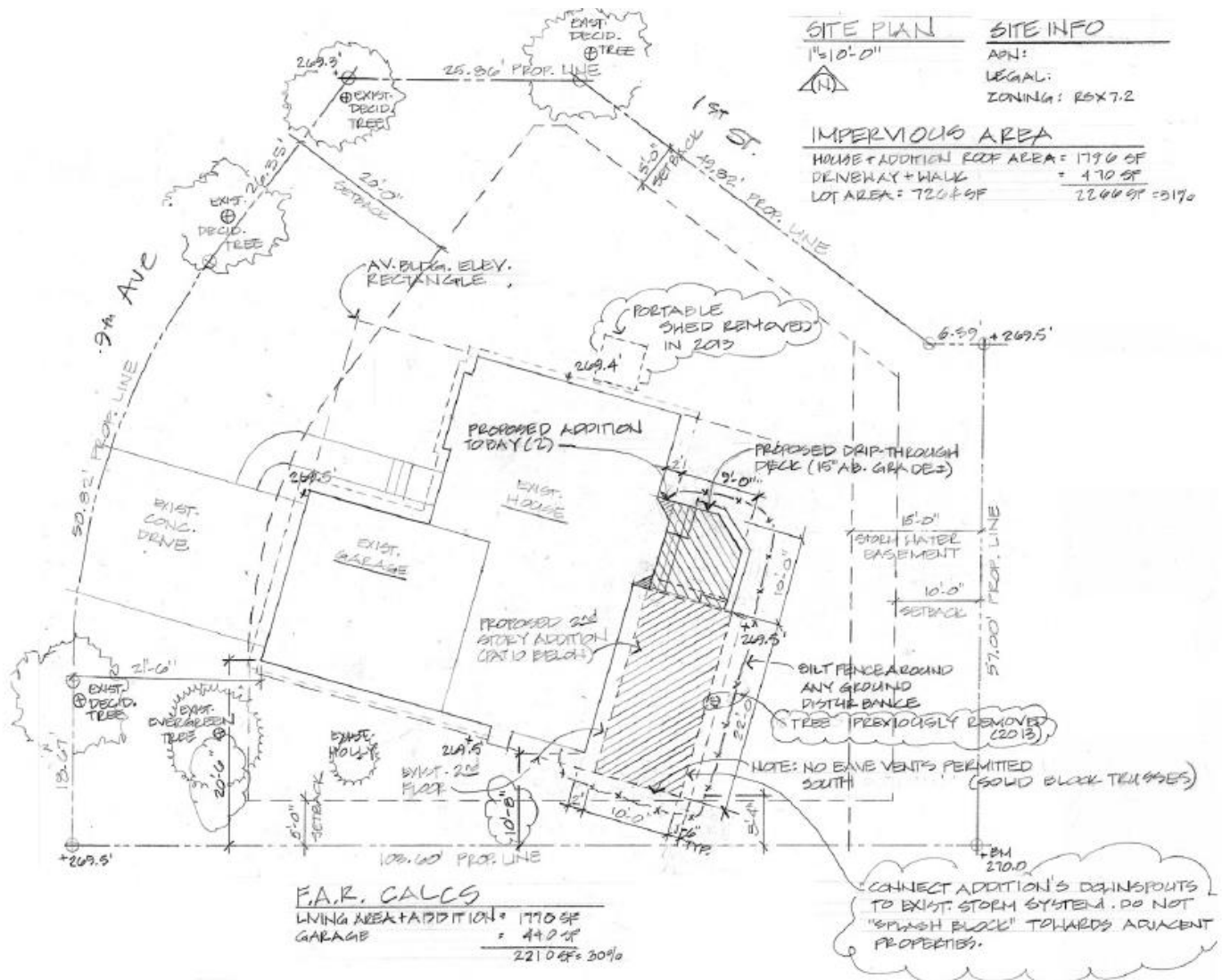
	Required	N/A
<b>Required yards.</b> Front, side, and rear yards (setbacks) shall be measured from the property lines or vehicular access easements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Existing topography</b> of site (extending 30' beyond property lines) shown with 2-foot contour intervals in relation to a benchmark within the adjacent public right-of-way. Also show said benchmark, which can be sewer manhole cover or other fixed point approved by the Planning Department	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creek, steams, ponds, lakes, or wetlands on or within 100' of the subject property.</b> If the Planning Official determines that the building site is in an environmentally sensitive area, additional information will be required (e.g., soils report, environmental checklist, hold harmless agreement, special inspection. Etc.).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Relevant Average Building Elevation (ABE)</b> information, including existing ground elevations at Midpoints of wall segments, average building elevation calculations, and benchmark elevations. If provided on a separate sheet, indicate which sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lot coverage</b> (area of impervious surfaces) and supporting calculations. Provide separate subtotals for buildings, driveways/parking area, and walkways/patios. Identify existing, proposed, and replaced impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Area Ratio (FAR) calculations</b> shall be provided by structure (garage, house, she, etc.) and area (in square feet) by floor (basement, 1 <sup>st</sup> Floor, 2 <sup>nd</sup> floor, attic) of existing and proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shoreline Master Program (SMP) Standards</b> for parcels within the shoreline jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Landscaping Plan</b> requirements shall be provided for two-family dwellings and townhouses.	<input type="checkbox"/>	<input type="checkbox"/>

## PUBLIC WORKS SITE FEATURES AND INFORMATION

Public rights-of-way, storm drainage, sanitary sewer, water supply, and land surface conditions can all be affected when new construction or modifications to existing buildings occur. The Public Works Department must ensure that proposed work has taken all these items into consideration. See Public Works Development Standards Chapter 7.

	Required	N/A
Locations of existing or proposed <b>utilities</b> such as water, sewer, electricity, gas, storm drainage, septic tanks, other underground storage tanks, drainfields and reserve drainfield areas, etc., and existing underground improvements within ten (10) feet of where they will connect to the public system in the right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Erosion and Sedimentation Control Plan (ESCP)</b> should include both a site plan and a narrative report with all necessary details to illustrate how the plan is to be implemented.	<input type="checkbox"/>	<input type="checkbox"/>
Existing <b>improvements within the right-of-way</b> showing sidewalks, curb or curb and gutter, storm drainpipe, catch basin, trees, and overhead and underground utility lines and power poles.	<input type="checkbox"/>	<input type="checkbox"/>
All <b>surface water</b> (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.	<input type="checkbox"/>	<input type="checkbox"/>

## SAMPLE SITE PLAN



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## **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.

## **ARCHITECTURAL SITE PLAN:**

- \_\_\_\_\_ Property lines: Show location and dimensions.
- \_\_\_\_\_ Adjacent right-of-way: Locate and label the existing centerline, curb and sidewalk.
- \_\_\_\_\_ The exact distance between the Ordinary High Water Mark (OHWM) and the lowest point of the dock.
- \_\_\_\_\_ A description of sedimentation and erosion control measures used during construction and/or repair of the dock.
- \_\_\_\_\_ A mitigation plan offsetting adverse impacts to the conservation easement areas or wetlands (if applicable).
- \_\_\_\_\_ Planting area: Show all areas for new planting. Please ensure that landscaping plans are compatible with the architectural site plan.
- \_\_\_\_\_ The length of the proposed or existing dock, as measured from the OHWM to the point most waterward of the OHWM.
- \_\_\_\_\_ The current water depth at the end of the proposed or existing dock, and at all proposed mooring locations.
- \_\_\_\_\_ The floor and roof elevations of the proposed or existing dock.
- \_\_\_\_\_ Streets and alleys: Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to a public road.
- \_\_\_\_\_ Easements: Show the location for all existing and proposed utility, open space, drainage, and access easements, and dimension accurately.
- \_\_\_\_\_ Land use code setbacks: Show front, side and rear setbacks (if applicable). Designate which are 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.
- \_\_\_\_\_ Indicate location of utility vaults, fire hydrants, fire department connection, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs.
- \_\_\_\_\_ Parking and circulation: Locate and dimension all entry drives. Show the proposed layout including parking stall angle, bay and aisle width, and provide typical dimensions for stall width and length to the wheel stop. Locate and dimension on-site loading areas.
- \_\_\_\_\_ Walls and fences: Indicate location, length and height. Provide section and elevation details for new construction.
- \_\_\_\_\_ Spot and topography elevations: Show surface elevation at each corner of the site. For sites with slopes greater than 10%, show existing and proposed contours at 2' intervals. Locate temporary and permanent benchmarks.
- \_\_\_\_\_ Dark Sky Ordinance: Indicate arrangement of outdoor lighting fixtures and accent lighting and the aiming of lights downward onto the ground surface.
- \_\_\_\_\_ Location and type of all retaining walls and/or rockeries and details.
- \_\_\_\_\_ Show existing contours as established by the topographical survey. Show proposed contours and clearly identify each.
- \_\_\_\_\_ Show surveyed floodplains, surface waters and wetlands.
- \_\_\_\_\_ Show locations of buoys, if applicable
- \_\_\_\_\_ Show any proposed plumbing or electrical

**FOUNDATION PLAN:**

- \_\_\_\_\_ Foundation: Show shape, all dimensions including maximum wall height(s), and all connections.
- \_\_\_\_\_ Provide foundation sections at various points around foundation.
- \_\_\_\_\_ Show details of buoy anchors, if applicable

**ARCHITECTURAL CROSS SECTIONS AND DETAILS:**

- \_\_\_\_\_ Show cross section and detail of bulkhead
- \_\_\_\_\_ Show material types and thicknesses.
- \_\_\_\_\_ Show typical deck assemblies and ratings; call out material types and thicknesses.

**STAIR SECTION:**

\_\_\_\_\_ Show a section of the stairs. Include: rise, run, handrail height, grasp dimensions, distance between any intermediate rails,

**STRUCTURAL FOUNDATION PLAN:**

- \_\_\_\_\_ Accurately locate all columns, footings and grade beams. Indicate size and reinforcing of all members.
- \_\_\_\_\_ Provide column connection detail. Indicate any beam and floor joist anchors, welds, anchor bolts, etc.
- \_\_\_\_\_ Floor system: Show deck system structural size, spacing direction, support, connections, blocking, etc.

**DECK FRAMING PLANS:**

- \_\_\_\_\_ Deck structural system: Show size, spacing, direction, support, connections, blocking, etc.

**STRUCTURAL CROSS SECTIONS AND DETAILS:**

- \_\_\_\_\_ Show typical sections with materials labeled, size and spacing of all members; include all dimensions, height, etc.

**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.

**EXTERIOR LIGHTING PLAN:**

- \_\_\_\_\_ Include site building exterior and parking area lighting.
- \_\_\_\_\_ Provide details, including pole and mounting height, for all proposed fixtures. All fixtures must be designed to prevent light spillage to adjacent properties.
- \_\_\_\_\_ Dark Sky Ordinance: Indicate arrangement of outdoor lighting fixtures and accent lighting and the aiming of lights downward onto the ground surface.

**LICENSING REQUIREMENTS:**

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

**UTILITIES:**

1. Electrical. Contact: Chelan Co. PUD (509)682-2581.
2. Buried cable. Before you dig - call 1-800-424-5555

**PARKING:**

\_\_\_\_\_ The City of Chelan has a code requiring a minimum number of parking spaces for each type of use.  
Contact: City of Public Works Department (509)682-8030.

**OTHER INFORMATION AND REQUIREMENTS:**

1. Design minimums:

Roof snow load -	35 lb. PSF
Ground snow load -	45 lb. PSF
Wind -	85 m.p.h.
Exposure	"C" typical
Frost Line –	18"
Seismic Design Category:	
Residential	"C"
All Others	"D"
  
2. SEPA (State Environmental Policy Act) Environmental Checklist: You must complete an environmental checklist if your project meets any of the following criteria:
  - a. The construction of a parking lot designed for 20 automobiles.
  - b. 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 review.**

3. Shoreline Substantial Development Permit:  
For work within 200' of Lake Chelan. Please allow a minimum of 90 days for review.

PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF CHELAN MUNICIPAL CODE AND DEVELOPMENT 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.

**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.**

Revised 11/2/2020