

## KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926  
PHONE (509) 962-7506 ■ FAX (509) 962-7682

**B-005**

**BULLETIN**

### COMMERCIAL BUILDING PERMIT SUBMITTAL PROCESS Pre-Application Meeting and Intake Appointment

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

The purpose of this bulletin is to help individuals comply with the building permit requirements and obtain a permit for a commercial or multi-family project (not including 2-family dwelling). Design and development of the documents for a permit submittal are complex processes, involving drawings, calculations, details and specifications that must reflect compliance with current laws, codes, and ordinances. Staff at the Kittitas County Permit Center will work with the applicant to ensure that the project meets the requirements of all applicable federal, state and local laws, codes, ordinances and to ensure that a permit is issued in a timely and efficient manner.

Prior to permit submittal for a commercial or multi-family building permit, a Pre-Application meeting is required. At the Pre-Application meeting Kittitas County staff will review the project proposal and identify issues that must be addressed prior to permit submittal. In addition County staff will identify all the drawings, calculations, specifications and forms that are "required" for the specific project permit submittal.

Kittitas County staff will provide written notes for applicant use during the Pre-Application meeting and the Chair of the Pre-Application meeting will discuss the Kittitas County Community Development Services (CDS) permit process. After a mandatory Pre-Application meeting, the Chair will be available prior to the applicant's permit intake appointment to discuss submittal requirements. The Chair of the mandatory Pre-Application meeting will generate a preliminary Submittal Checklist for the applicant's use for the permit intake appointment.

This pre-application package is divided into three distinct sections:

1. **SECTION 1:** This section contains the request form for a Pre-Application meeting. **Please complete Section 1 ONLY of this bulletin.** When the application is complete, return the form and required documents to Kittitas County Community Development Services.
2. **SECTION 2:** This section contains the form Kittitas County staff will use during the Pre-Application meeting to identify issues that must be resolved prior to permit submittal. This section also includes the Submittal Checklist of required information to submit for commercial building permit.
3. **SECTION 3:** This section contains the Intake Checklist CDS staff will use during the permit Intake-Appointment.

Applicants can get additional information, application forms, and/or current fee schedules by coming to the CDS Permit Center at 411 N. Ruby St. Suite #2, Ellensburg, WA 98926 or calling (509) 962-7506.

**Forms, applications and informational bulletins are also available via the Kittitas County website located at [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us).**

NOTE: KITTITAS COUNTY HAS CREATED THIS CUSTOMER INFORMATION BULLETIN TO INFORM THE PUBLIC ABOUT THE EFFECT OF CODES AND REGULATIONS ON THEIR PROJECTS. THIS PACKET IS NOT INTENDED TO BE COMPLETE STATEMENTS OF ALL LAWS AND RULES AND SHOULD NOT BE USED AS SUBSTITUTES FOR THEM. IF CONFLICTS ARISE, CURRENT CODES AND REGULATIONS ARE THE FINAL AUTHORITY. SINCE CODES AND REGULATIONS MAY BE REVISED OR AMENDED AT ANY TIME, CONSULT KITTITAS COUNTY TO BE SURE ALL REQUIREMENTS ARE MET BEFORE WORK BEGINS.



# SECTION 1: Pre-Application Meeting Request

(TO BE COMPLETED BY APPLICANT OR AUTHORIZED AGENT. RETURN TO KITTITAS COUNTY CDS)

## TO SCHEDULE A PRE-APPLICATION MEETING

1. Complete the Pre-Application Meeting Request Form contained in this section. When the form is complete return the form and required documents to Kittitas County Community Development Services (CDS).

**Kittitas County Community Development Services**  
**411 N. Ruby St., Suite #2**  
**Ellensburg, WA 98926**  
**(509) 962-7506**

2. Once the Pre-Application Meeting Request Form and supporting documents are submitted to CDS, a project manager will contact the "authorized agent/contact person" identified below and schedule a meeting date and time. Pre-Application meetings are scheduled one to two weeks from the date of submittal of the Pre-Application Meeting Request Form in order to provide review staff adequate time to prepare for the meeting. Incomplete submittal packages will result in a delay in scheduling the meeting and may result in the return of the entire submittal package for re-submittal by the applicant when complete.
3. To be productive, a Pre-Application meeting requires a minimum amount of information in order for staff to review the project and provide a meaningful and accurate response to the applicant. If the minimum amount of information is not submitted CDS staff will not be able to adequately review the submittal and thus the meeting will not be beneficial to the applicant or County staff. Below are the minimum requirements necessary to schedule a Pre-Application meeting. **Please submit five (5) copies of all required information. Except for the site plan(s), all other information may be submitted electronically in pdf format on five (5) separate cd discs.**

### **A. Project Description**

- A detailed description of the project proposal. Include a schedule of proposed construction phasing.
- If applicable, a written list of detailed questions submitted by the applicant to Kittitas County regarding specific project issues the applicant would like addressed in a formal response.
- The area, in square feet or acres of the project site. The total square feet of the building project, include existing and new totals.
- List all of the parcel number(s) for the site and current zoning of the project site.
- Any prior or pending meetings with Kittitas County staff or local jurisdictions.
- Any other Land Use permits or actions that are pending or proposed affecting this application or that have been issued affecting this application, including rezones, conditional use permits, variances, shoreline development permits, plats, short plats, flood permits.
- Any existing recorded easements that affect the property (i.e. ingress, egress, utilities or drainage).

### **B. Site Plan**

- A site plan that includes the location, identification and dimensions of all existing buildings, structures, property lines, streets, alleys, easements, septic tank and drainfield, wells, etc.
- Existing and proposed buildings, dimensioned and distinguished graphically between proposed vs existing buildings. Number of stories and total building height. Occupancy classifications and loads.
- State whether new and existing buildings have fire protection systems (e.g. fire alarms, sprinkler). Describe how fire-flow will be provided.
- The location of existing and proposed water mains and fire hydrants.
- The location and dimensions of all existing and proposed fire department access roadways (fire lanes) and turnaround lanes (i.e. hammerhead, cul-de-sac, etc.).
- Location of wetlands, streams, steep slopes or any other known hazardous areas and the required buffers and building setback line(s).
- The location of all ingress and egress vehicle access locations to the property. The number of existing and proposed parking stalls located on the property.
- A brief description of the proposed and/or existing storm drainage conveyance system and retention/detention facilities, as well as storm drainage drawn on the site plan.
- Identify buildings scheduled for demolition or removal on the site plan.

The more detail and information that is submitted will allow Kittitas County staff to provide better feedback and comments for the proposed project. The applicant is encouraged to submit more detailed information than the minimum requirements. If more information and increased detail can be provided at the time of Pre-Application, it greatly increases the likelihood that a permit will be issued without required corrections or requests for additional information once the permit application is submitted. **The following information is optional at Pre-Application but encouraged:**

- Complete detailed and dimensioned floor plans. All rooms and areas properly identified by their use.
- Detailed description of all rooms and areas where hazardous materials are stored/handled/used.
- Building elevation views of building dimensioned and identified; include building height.
- Identify type(s) of construction and detail any area or height increases.
- Location of fire walls, fire barriers and fire partitions.
- Means of egress (exiting) and design detailed on the drawings.
- Detail fire suppression and fire alarm systems.
- Complete code summary. Occupancy classification(s) and occupant load(s) detailed for each area of the building. Type(s) of construction for each area of the building.
- Identify and detail all barrier-free accessible building elements; including the number and location of barrier-free accessible parking spaces and van stalls.
- Type and location of any food service facilities.
- A summary of hazardous materials, listed by classification/quantity/container size (include material location within the building and whether materials are stored, handled and/or used). *Only two copies of summary required.*
- A breakdown of the total impervious area of the site; identify existing and proposed impervious surface and surface area subject to vehicular use.

**PRE-APPLICATION MEETING REQUEST FORM (Information To Be Completed By Applicant)**

PROJECT NAME: <b>STATION 62R</b>	MAP NUMBER:
SITE ADDRESS:	GENERAL LOCATION:
AUTHORIZED AGENT/ CONTACT PERSON (Indicate who is the agent to be contacted for questions and meeting scheduling).	PHONE:
MAILING ADDRESS:	Fax #:
COMPANY NAME:	E-MAIL:
DESIGN PROFESSIONAL IN CHARGE OF PROJECT:	PHONE:
MAILING ADDRESS:	Fax #:
COMPANY NAME:	E-MAIL:
PROPERTY OWNER:	PHONE:
MAILING ADDRESS:	E-MAIL:



**TYPE OF WORK TO BE PERFORMED:**

New Commercial Bld'g   
 Commercial Addition   
 Tenant Improvement   
 Rack Storage  
 New Multi-Family Bld'g   
 Multi-Family Addition   
 Multi-Family Alteration   
 Reroofing  
 Swimming Pool/Spa   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_

Total Area Construction (Sq. Ft.): MF 4368 ? 5100 FLR

Building Square Footage (new): \_\_\_\_\_ (existing): \_\_\_\_\_ (total): \_\_\_\_\_

Number of Stories (new): 2 (existing): \_\_\_\_\_ (total): \_\_\_\_\_

Will the building include storage or production of hazardous materials: (Yes/No) \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Indicate those members from your team that will be attending the meeting:**

DISCIPLINE	NUMBER ATTENDING	WILL ATTEND
Applicant		<input type="checkbox"/>
Property Owner		<input type="checkbox"/>
Architect		<input type="checkbox"/>
Structural Engineer		<input type="checkbox"/>
Civil Engineer		<input type="checkbox"/>
Geotechnical Engineer		<input type="checkbox"/>
Legal Consultant		<input type="checkbox"/>
Developer		<input type="checkbox"/>
Other: <u>FD, D</u>	<u>KEN SELZER</u>	<input type="checkbox"/>
Other		<input type="checkbox"/>
<b>Total Number Attending</b>		

If the project is located in an Urban Growth Area, the applicable jurisdiction may require additional information which will be identified at the Pre-Application meeting.

Submittal of requested information for a Pre-Application meeting does not vest the proposed site and/or building design. Pre-Application reviews are based on the information available at the time of the review, as submitted by the applicant. If additional information and/or issues become available during review of the actual building permit application, additional information, conditions and/or studies may be required.

# SECTION 2: Pre-Application Meeting Worksheet

(TO BE COMPLETED BY KITTITAS COUNTY STAFF ONLY)

FOR STAFF USE ONLY	
DATE OF PRE-APPLICATION MEETING: <b>1-8-14</b>	TIME: <b>10:00</b>
<small>(Pre-Application meetings are scheduled every Wednesday from 10:30-12:00)</small>	
CHAIR OF PRE-APPLICATION MEETING: <b>MIKE FLORY</b>	PHONE: <b>509-962-7506</b>
ITEMS SUBMITTED BY APPLICANT FOR REVIEW AT PRE-APPLICATION:	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>	
COMMENTS:	
LIST STAFF PRESENT AT THE PRE-APPLICATION MEETING:	
1. CDS representative (Building):	
2. CDS representative (Planning):	
3. CDS representative (Fire):	
4. Public Works representative:	
5. Environmental Health representative (Water):	
6. Environmental Health representative (Sewer):	
7. Affected City representative(s):	
8.	
9.	

PRESENT AT THE PRE-APPLICATION MEETING FOR APPLICANT:	
1. Applicant Owner:	
2. Applicant Authorized Agent:	
3. Applicant Design Professional:	
4.	
5.	
6.	
7.	

Building Information: (To be completed by CDS Plans Examiner)						
Construction Type of Building 2006 IBC:						Number of New Dwelling Units:  _____
<input type="checkbox"/> Type IA	<input type="checkbox"/> Type IIA	<input type="checkbox"/> Type IIIA	<input type="checkbox"/> Type IV	<input type="checkbox"/> Type VA		
<input type="checkbox"/> Type IB	<input type="checkbox"/> Type IIB	<input type="checkbox"/> Type IIIB	<input type="checkbox"/> Type VB	<input type="checkbox"/> Type VIB		
Use or Occupancy Type(s): <u>S-1 &amp; R</u>						
Comments: * 2 HOUR PIPE SEPARATION REQUIRED IF <u>(R) UPSTAIRS - 1 HOUR IF SPRINKLERED</u> * ESSENTIAL FACILITIES MULTIPLE IZ * SEPARATE EGRESS FOR (R) NOT THROUGH APARTMENTS <u>BAY</u> * ACCESSIBILITY						

Planning Information: (To be completed by CDS Planner)			
1. Flood Permit Required ?	<input type="checkbox"/> Yes	2. SEPA Required ?	<input checked="" type="checkbox"/> Yes
3. Critical Areas On or Near Site ?	<input type="checkbox"/> Yes	4. Variance Required ?	<input type="checkbox"/> Yes
5. Shoreline Permits Required?	<input type="checkbox"/> Yes	6. Sign Permit Required ?	<input type="checkbox"/> Yes
7. CUP Required ?	<input type="checkbox"/> Yes	8. Public Facilities app	<input checked="" type="checkbox"/> Yes
9.	<input type="checkbox"/> Yes	10.	<input type="checkbox"/> Yes
Comments: <u>Will require a SEPA &amp; Public Facilities applications.</u> <u>Permit processing is an administrative process. Will</u> <u>need our approval of application prior to issuance of</u> <u>building permit. Applications cannot be submitted until an admin</u> <u>determination is complete to allow Public facilities app instead of</u> <u>conditional use permit. CDS will notify Dick Steaps when finalized.</u> <input type="checkbox"/> Provide project information to all affected parties via SEPA mailing notification list.			

Will email applications to Dick Steaps via email. Gave paper copies to Ken.



**Fire Marshal Information: (To be completed by CDS Fire Marshal)**

- |  |   |                                       |                              |
|--|---|---------------------------------------|------------------------------|
| 1. Automatic Sprinkler Systems ?               | <input type="checkbox"/> Yes            | 2. Automatic Fire Alarm Systems ?     | <input type="checkbox"/> Yes |
| 3. Standpipe Systems ?                         | <input type="checkbox"/> Yes            | 4. Other Fire Protection Systems ?    | <input type="checkbox"/> Yes |
| 5. High Pile or Rack Storage ?                 | <input type="checkbox"/> Yes            | 6. Hazardous Materials in Building ?  | <input type="checkbox"/> Yes |
| 7. Flammable/ Combustible Materials in Bld'g ? | <input type="checkbox"/> Yes            | 8. On-Site Fire Flow Tanks Required ? | <input type="checkbox"/> Yes |
| 9. Hazardous Material Management Plan Req'd ?  | <input type="checkbox"/> Yes            | 10.                                   | <input type="checkbox"/> Yes |
| 11. Fire Hydrants?                             | <input checked="" type="checkbox"/> Yes | 12.                                   | <input type="checkbox"/> Yes |

Comments: Generator requires a separate permit. Plan for future use (sleeping quarters, etc.) in re: automatic sprinkler system vs. 2-hr separation, General code requirements; extinguishers, exit signage, illuminated exits, etc. required.

#6 & #7 - If flammable/ combustible or hazardous materials are used or stored in the building, provide a Hazardous Materials Management Inventory and a Hazardous Materials Management Plan (Provide copies of all Material Safety Data Sheets).

**Public Works Information: (To be completed by Public Works Planner)**

- |                         |                              |                          |   |
|-------------------------|------------------------------|--------------------------|---|
| 1. Civil Drawings?      | <input type="checkbox"/> Yes | 2. Civil engineering ?   | <input type="checkbox"/> Yes            |
| 3. Stormwater On-Site ? | <input type="checkbox"/> Yes | 4. Stormwater Off-Site ? | <input type="checkbox"/> Yes            |
| 5. DOT Review ?         | <input type="checkbox"/> Yes | 6. Road Access permit?   | <input checked="" type="checkbox"/> Yes |
| 7.                      | <input type="checkbox"/> Yes | 8.                       | <input type="checkbox"/> Yes            |

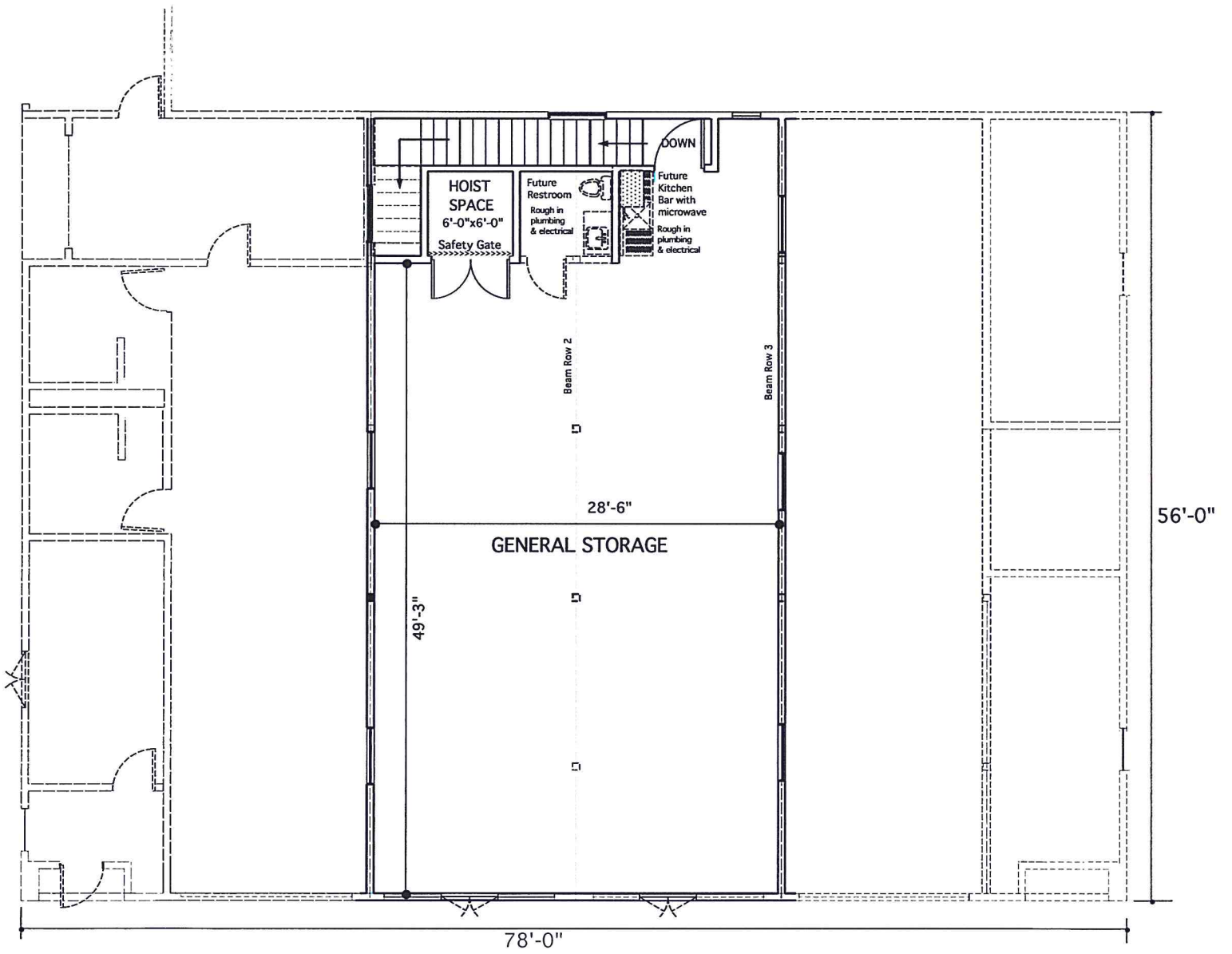
Comments: Commercial approach req'd prior to occupancy permit. stormwater design prior to building permit issuance and construction prior to occupancy.

**Environmental Health Information: (To be completed by EH staff)**

- |                           |   |                           |                              |
|---------------------------|---|---------------------------|------------------------------|
| 1. Group A Water System ? | <input checked="" type="checkbox"/> Yes | 2. Group B Water System ? | <input type="checkbox"/> Yes |
| 3. On-Site Sewer ?        | <input checked="" type="checkbox"/> Yes | 4. Municipal Sewer ?      | <input type="checkbox"/> Yes |
| 5. Swimming Pool ?        | <input type="checkbox"/> Yes            | 6. Commercial Kitchen ?   | <input type="checkbox"/> Yes |
| 7.                        | <input type="checkbox"/> Yes            | 8.                        | <input type="checkbox"/> Yes |

Comments: DAMC water system will serve the proposed structure. Test holes have been performed for <sup>an</sup> on site sewage system and a design will be done.

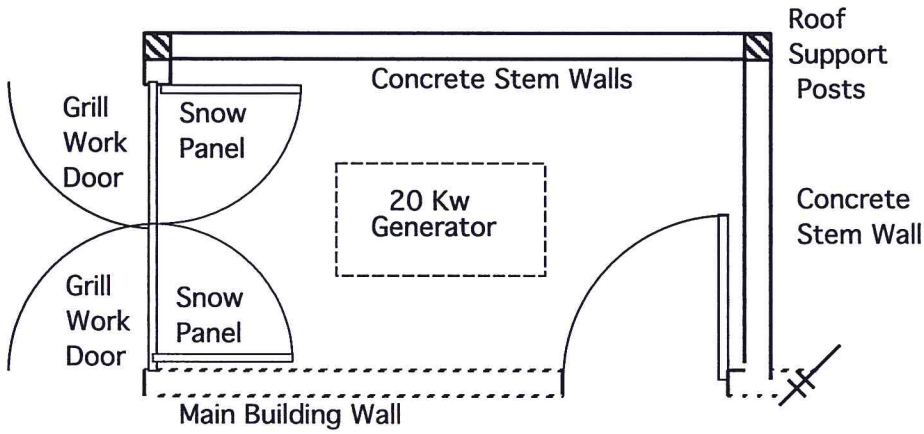
D



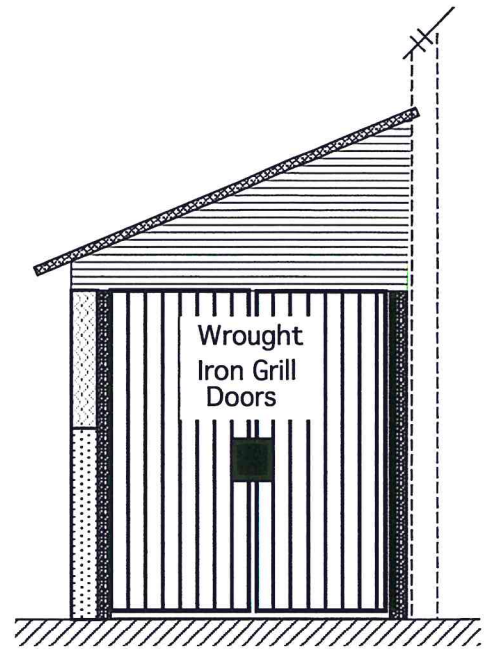
# STATION 62R UPPER FLOOR PLAN

RES: 8-23-13

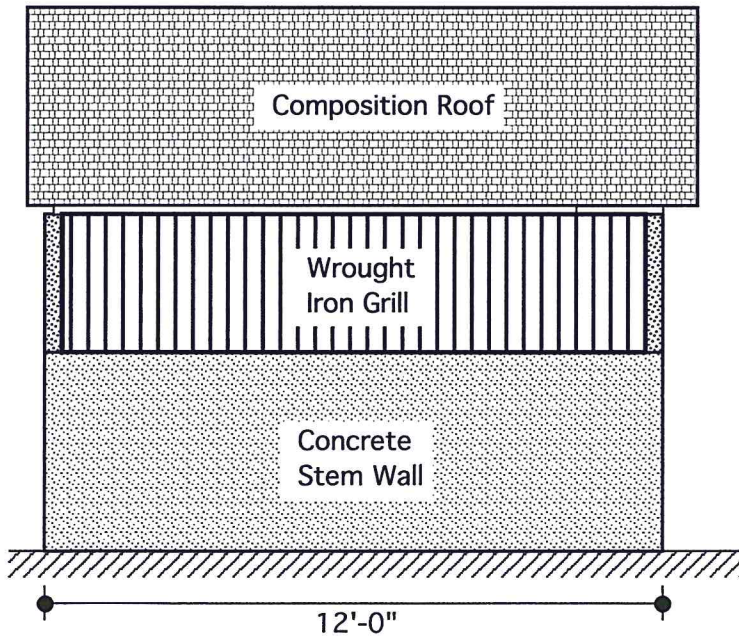




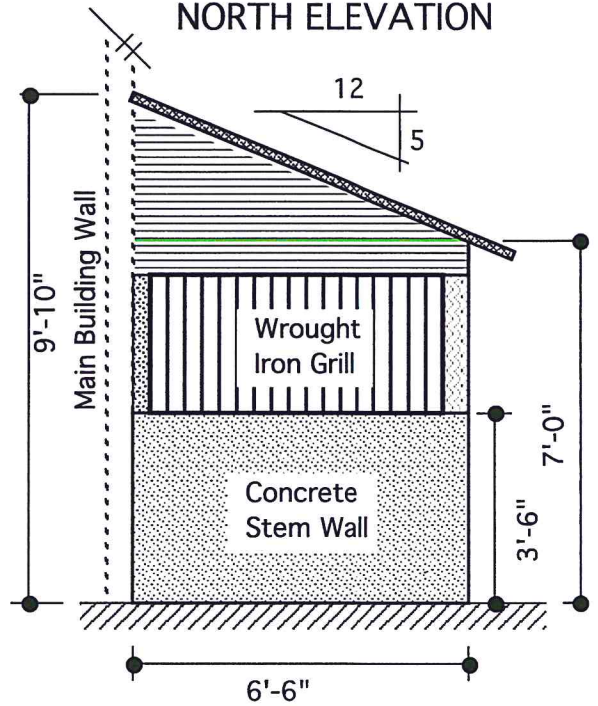
PLAN VIEW



NORTH ELEVATION

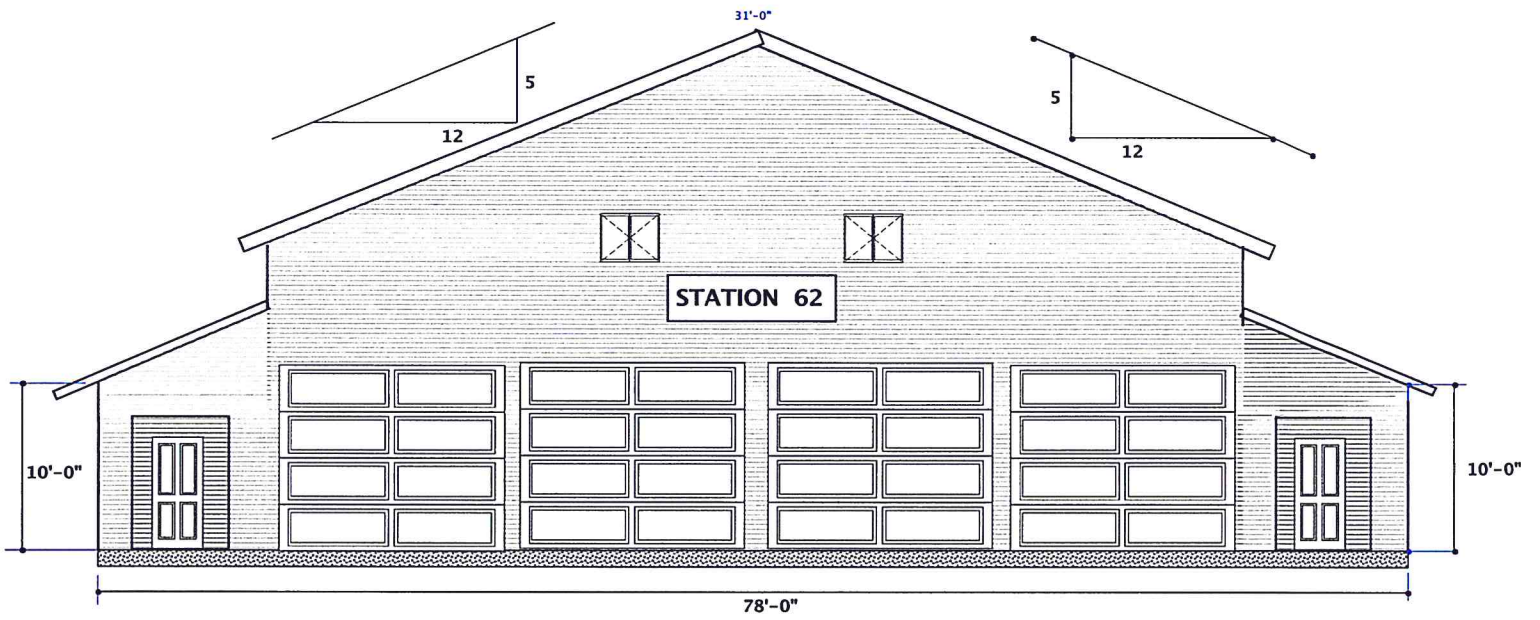


EAST ELEVATION



SOUTH ELEVATION

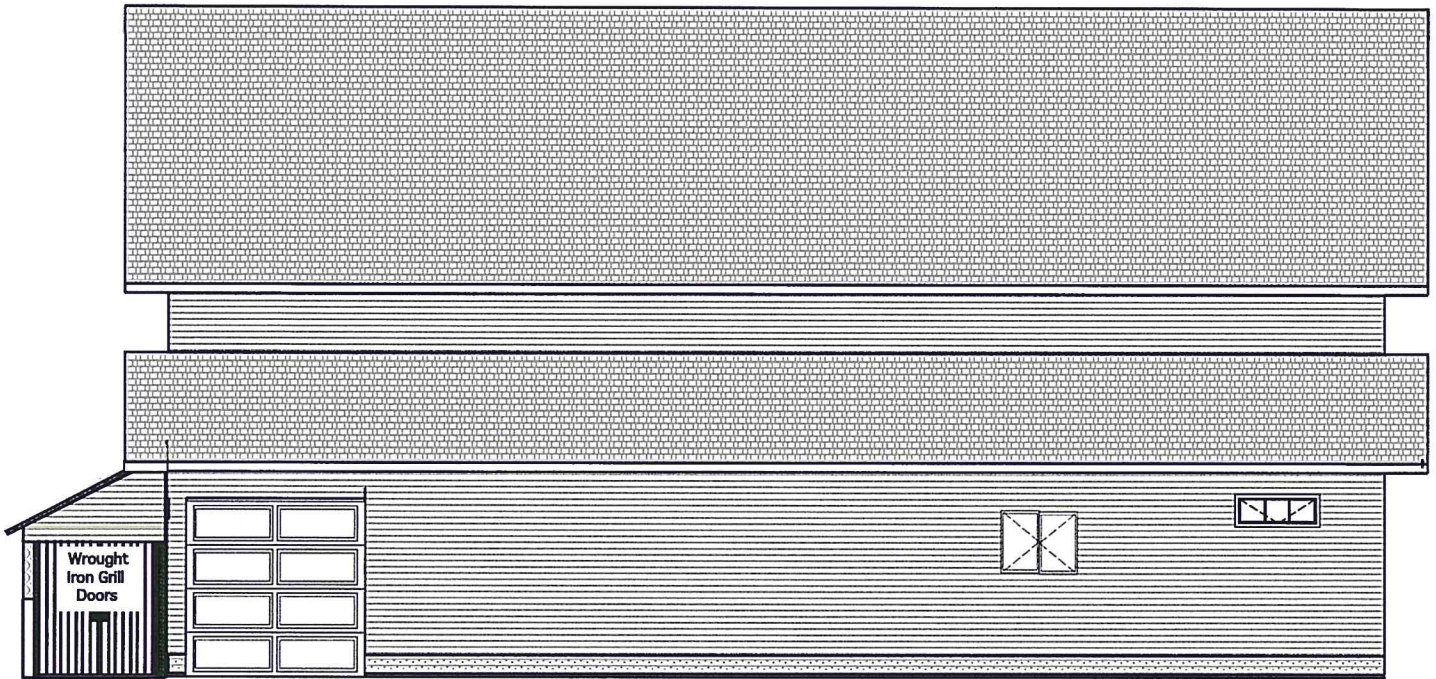
# 62R GENERATOR SHED



STATION 62R WEST ELEVATION

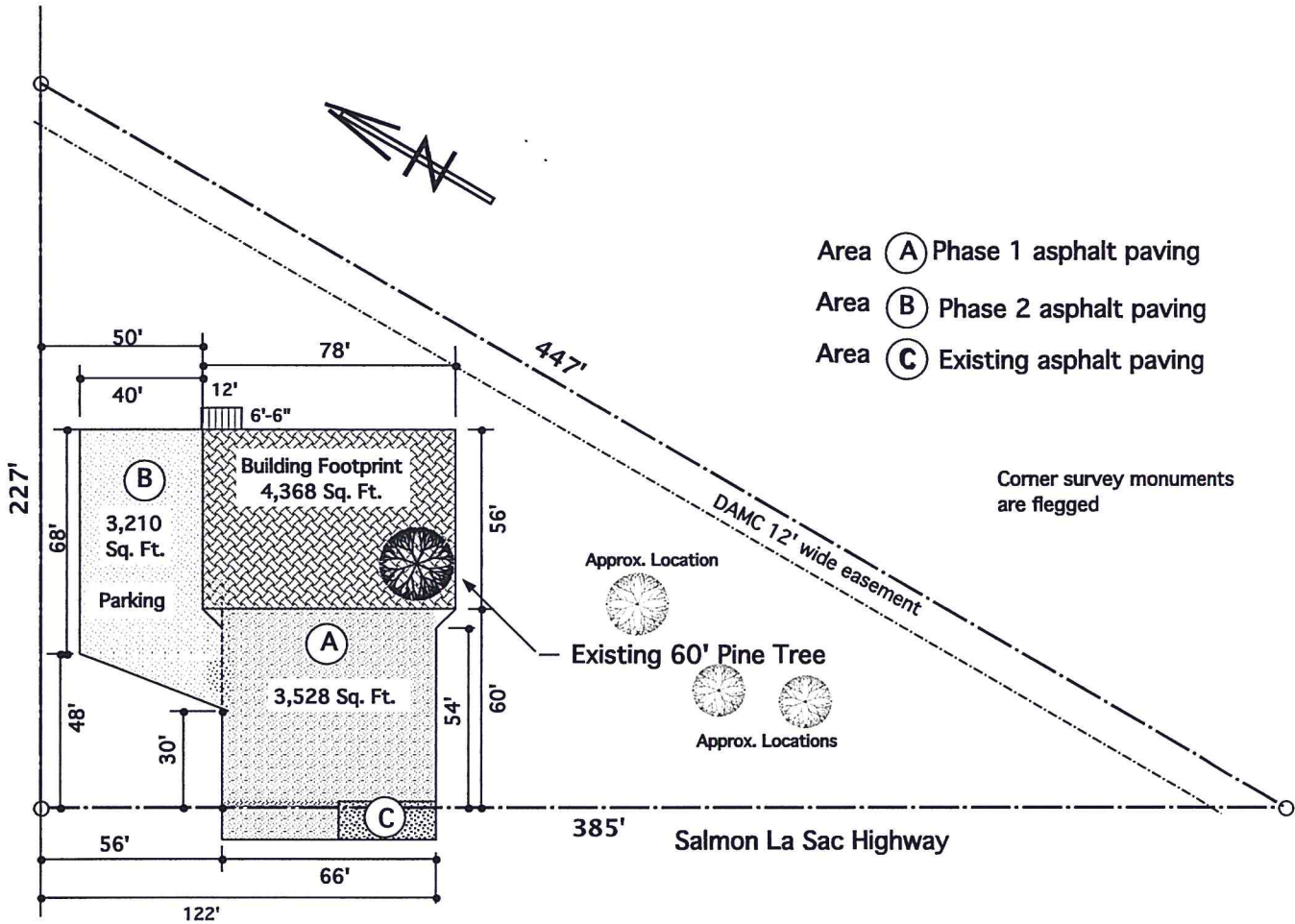
RES: 7-20-13





## STATION 62R NORTH ELEVATION

RES: 8-5-13



- Area (A) Phase 1 asphalt paving
- Area (B) Phase 2 asphalt paving
- Area (C) Existing asphalt paving

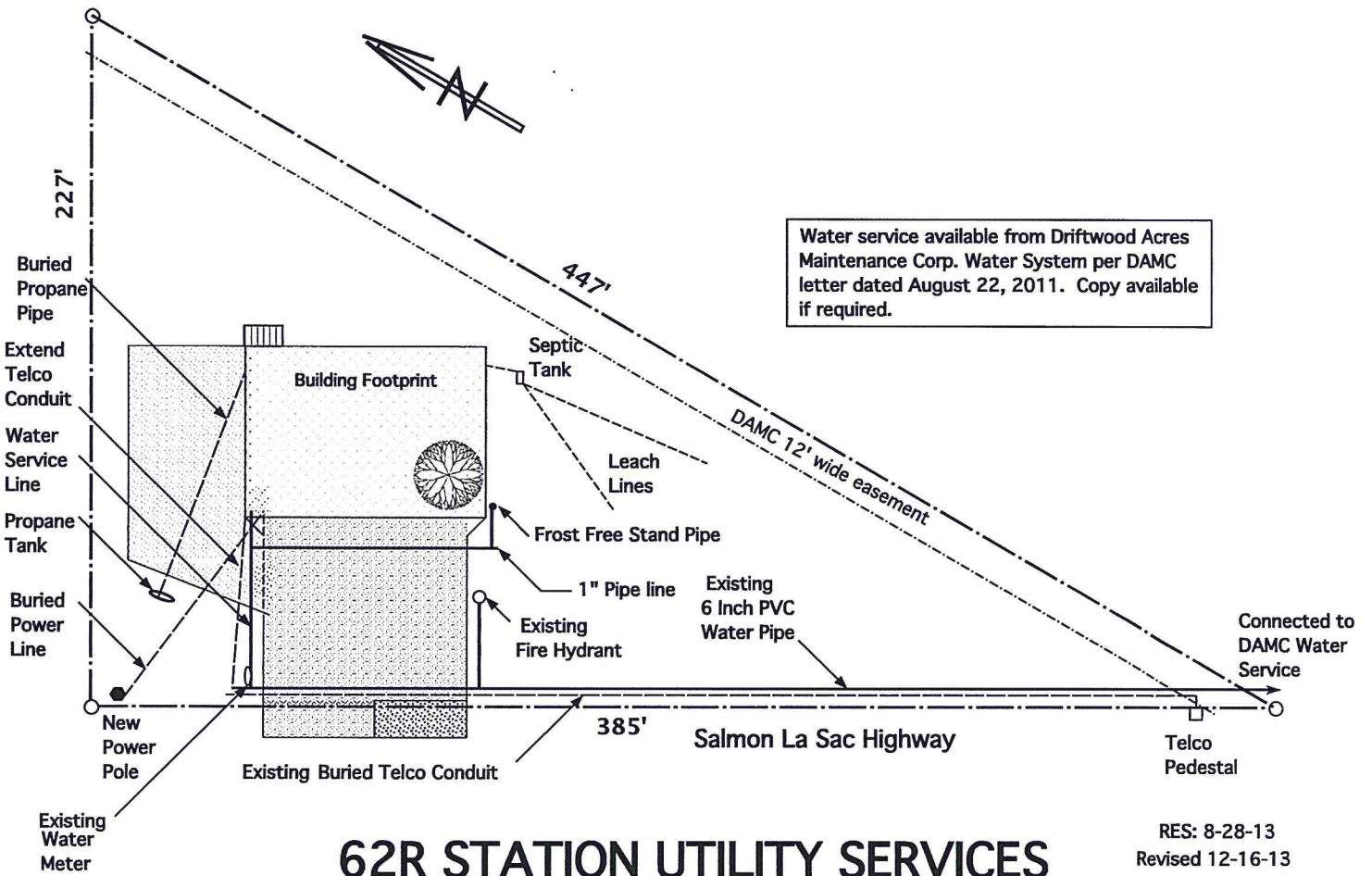
Corner survey monuments are flegged

# STATION 62R SITE BASIC LAYOUT

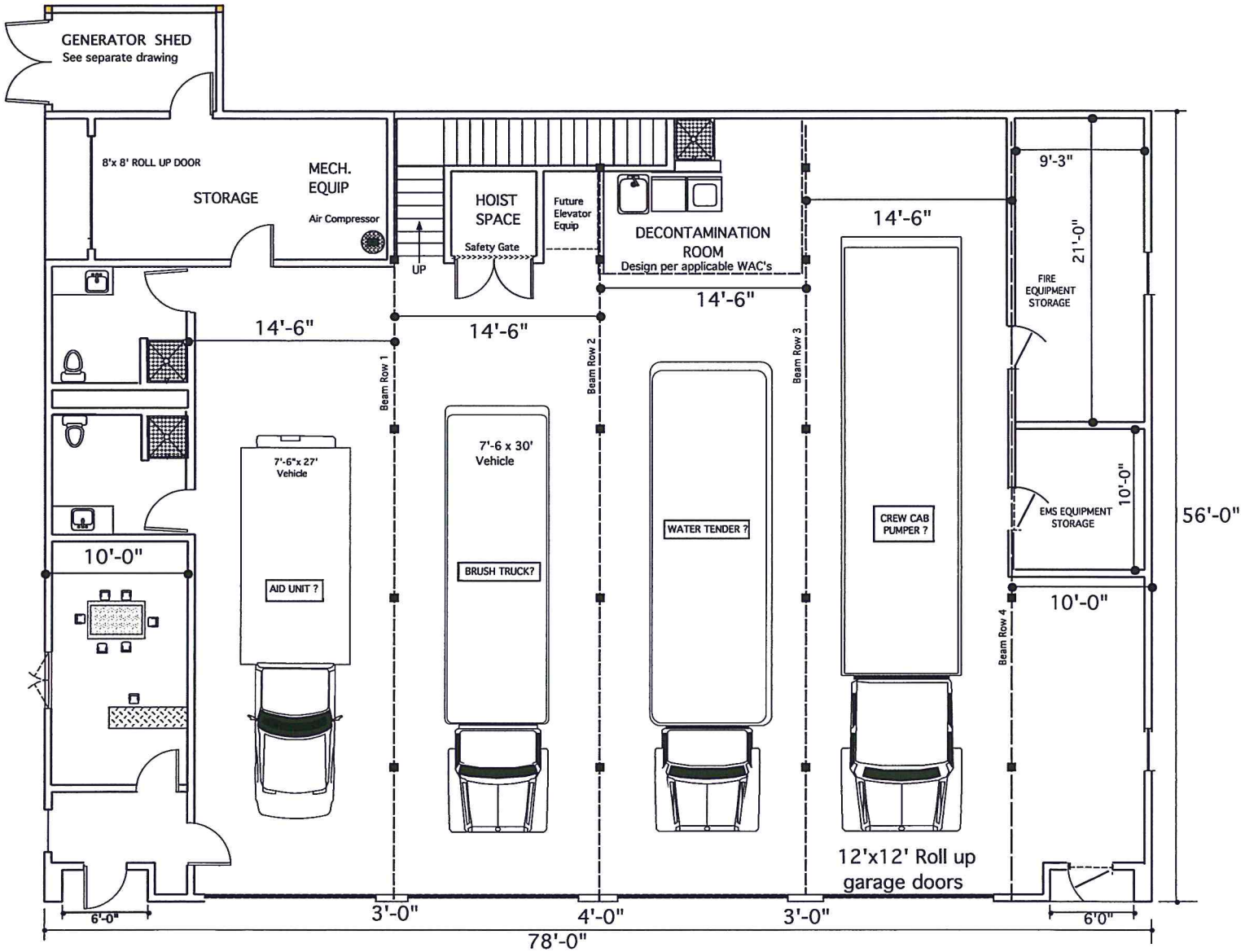
RES: 8-8-13

Legal Description: Kittitas County Map No. 21-14-34021-0004





D



STATION 62R MAIN FLOOR PLAN

RES: 8-23-13



