



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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ITEM

ELECTRONIC BUILDING PERMIT SUBMITTALS & INSPECTIONS POLICY

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS/DEFAULT.ASPX

ELECTRONIC SUBMITTAL REQUIREMENTS

Only PDF versions of building permit applications, site plan, construction drawings, and other required documents applicable to the submittal will be accepted. All other formats and incomplete submittals will be denied. All electronic submittals must be clearly identified and submitted as separate PDF documents. For complete instructions, see Electronic Building Permit Submittal Instructions on the Kittitas County website:
<https://www.co.kittitas.wa.us/cds/building/default.aspx>

FIELD INSPECTION REQUIREMENTS

The following documents are required to be printed and readily available on site:

- Building permit card per IRC R105.7 and IBC 105.7.
- Approved building plans on 11x17 paper, site plan, and Preliminary Site Analysis (if applicable) per IRC R106.3.1 and IBC 107.3.1.
- Engineer stamped truss sheets provided with the truss delivery package (if applicable).
- Inspection Report provided by a Kittitas County Building Inspector containing any outstanding corrections.

Failure to provide these items on site will result in a failed building inspection and will be subject to a re-inspection fee established by resolution.

DATE: 04/01/2025

CDS BUILDING OFFICIAL: Jeremy A. Larson