



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

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

Residential Building Permit Checklist

THIS IS NOT A REVIEW. This checklist is used to ensure that your permit application includes the minimum information needed to submit for a building permit.

APPLICATIONS WILL NOT BE ACCEPTED FOR SUBMITTAL UNTIL ALL OF THE APPLICABLE ITEMS ARE INCLUDED.

Required Submittal Items		Comments
<input type="checkbox"/>	Application Completed and Signed	
<input type="checkbox"/>	Finalized Preliminary Site Analysis	
<input type="checkbox"/>	Scaled Site Plan	
<input type="checkbox"/>	Applicable Critical Area/ Land Use Permits i.e. flood, shoreline, wetland, geotechnical reports, etc.	
<input type="checkbox"/>	Signed Water Availability Form for all projects adding plumbing	
<input type="checkbox"/>	Foundation Plan	
<input type="checkbox"/>	Floor Plan (one for each level)	
<input type="checkbox"/>	Floor Framing Plan (one for each level)	
<input type="checkbox"/>	I-Joist Layout (one for each level)	
<input type="checkbox"/>	Cross Section	
<input type="checkbox"/>	Roof Framing Plan	
<input type="checkbox"/>	Truss Layout and Individual Truss Sheets	
<input type="checkbox"/>	Elevation Plans (each side of structure)	
<input type="checkbox"/>	Energy & Ventilation Compliance Forms www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx	
<input type="checkbox"/>	Engineer stamped plans and calculations above 70 psf pg to scale (if plans are not required to be engineered then they can be 1/4" scale on 11x17 paper).	
<input type="checkbox"/>	Current Building code listed on plans and calculations	

Follow the instructions on the Electronic Building Permit Submittal Instructions form to submit all documents to Kittitas County Community Development.