



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

**13**  
ITEM

## FOUNDATION ONLY PERMIT POLICY

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

When an applicant requests a Foundation-Only permit, the application shall be completed, signed and a third set of plans submitted. Application for a Foundation-Only permit requires a non-refundable fee as established by current County Code. The applicant for a Foundation-Only permit agrees to accept full liability for the installation of a foundation prior to full permit issuance as outlined in the conditions of the Foundation-Only permit application.

A minimal review will be done to verify the basic loading and design of the foundation is correct. If determined that the foundation plan appears to meet code, a Foundation-Only permit may be issued once the critical area review is approved, septic permit issued (if applicable), water availability is approved (if applicable), address/access is approved, and a locator map is submitted.

If the foundation plan is determined to not meet code or is otherwise deemed deficient by the Plans Examiner (i.e. incorrect design criteria used, missing point loads, missing or incorrect details, etc...) then a Foundation-Only permit will not be issued and the fee forfeited. If a Foundation-Only permit is denied, a letter will be sent to the applicant explaining the reasons for denial. The applicant may choose to correct the foundation plans then re-apply for a Foundation-Only permit. A new permit fee shall apply.

If corrections are identified necessary to the foundation during the full plan review but after the foundation has been poured, a permit may be issued; however, the foundation must be altered and/or modified to meet the approved permit documents. All alterations and/or modifications must be completed and inspected before construction beyond the foundation begins. Additional inspections will require re-inspection fee(s).

DATE: 9/8/16

BUILDING OFFICIAL: [Signature]