



## KITITITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

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Office (509) 962-7506

“Building Partnerships – Building Communities”

### **ELECTRONIC SUBMITTAL INSTRUCTIONS FOR RESIDENTIAL BUILDING PERMITS**

Only PDF versions of 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 a separate PDF document. All PDF documents must be uploaded and sent via email to [permits@co.kittitas.wa.us](mailto:permits@co.kittitas.wa.us). The subject line must state the proposed project and the parcel number of the property. For example, “Single Family Residence Submittal Parcel 12345” or another applicable project name.

**The below titles of submittal documents are the required names to title all individual submittals:**

- “Signed Building Permit Application”
- “Approved Adequate Water Form” (if applicable)
- “Finalized Preliminary Site Analysis” (if applicable)
- “Scaled Site Plan”
- “Building Plans”
- “Engineer Structural Calculations”
- “Individual Truss Sheets and Truss Layout” (if applicable)
- “Energy Credit and Ventilation Forms”
- “HVAC Sizing Worksheet”
- “Window/Door Schedule”

Other required documents that may be needed include:

- Suncadia Design Review Committee Approval Letter
- Critical Area Report
- Wetland Delineation
- Shoreline Exemption or Shoreline Variance Permit
- Conditional Use Permit
- Accessory Dwelling Unit Approval
- Flood Development Permit
- Variance Determination
- Airport Overlay Approval
- Geotechnical Report
- Reports from Department of Fish & Wildlife/ DNR/ Department of Ecology/Certified Biologist

**Once received, a Permit Technician will reply notifying you that the submittal has been accepted or denied. If the submittal is denied, the Permit Technician will provide a reason for denying and you must resubmit all documents following the steps outlined above. A monetary deposit will need to be made to complete the intake and a permit number will be assigned.**

\*A paper copy of documents will still be accepted by Kittitas County Community Development Services. Please contact a Permit Technician at 509-962-7506 if you are unable to submit plans electronically.