



PROJECT PERMIT APPLICATION
Liberty Lake Community Development

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: www.libertylakewa.gov

Email: permitcenter@libertylakewa.gov

Please check all that apply:

Residential	Commercial	Grading / Site Improvement	Manufactured Home
Sign	Tenant Improvement	Window Replacement	Re-Roof
Siding	Solar	Other:	

All businesses which perform work in the City must have a current Business License. If the business is located outside of the City, the license must have a City of Liberty Lake Endorsement.

INDICATE THE APPLICANT WITH A CHECK MARK

Property Owner's Name:	
Email:	Phone:
Address:	City, State, Zip:
Contractor's Business Name:	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Architect's / Engineer's Name:	
Email:	Phone:
Address:	City, State, Zip:
Engineer's License Number:	
Project Contact's Name:	
Email:	Phone:
Address:	City, State, Zip:

Site Specific Information			
Project Address:		Parcel Number:	
Name of Subdivision:		Lot: _____ Block: _____	
Are there existing structures on the property?	Yes No	Will any existing structures be demolished?	Yes No
What is the Current Property Size: _____ Acres _____ Sq. Ft.			
Are there slopes greater than 30% on the property (30 ft. rise in 100 ft.)? Yes No _____%			
Special Inspections Required? (If yes, provide Statement of Special Inspections document) Yes No			
Project Description: (Please describe in <u>specific details</u> the scope of work being completed)			

Building Information (Commercial & Residential ONLY)							
Building Height Peak:		# of Stories:		Main Floor Sq. Ft.:		Unfinished Basement Sq. Ft.:	
Dimensions of Entire Building:		# of Units:		2 nd Floor Sq. Ft.:		Finished Basement Sq. Ft.:	
Occupancy Group:		Construction Type:		3 rd Floor Sq. Ft.:		4 th Floor Sq. Ft.:	
Heat Source (electric, gas, etc.):		Garage / Utility Sq. Ft.:		Covered Deck / Patio Sq. Ft.:		Uncovered Deck / Patio Sq. Ft.:	
Are critical or hazardous materials used or stored on site? (If yes, provide list of materials) Yes No							

Manufactured Homes ONLY				
Make & Model:	Year:	Width:	Length:	# of Sections:

Sign Permit Application ONLY					
Square Footage of Building Façade:			Existing Sign Area & Height:		
Proposed Usage Dates (If temp.):					
Proposed Sign Area (Sq. Ft. per sign face):					
Proposed Sign Height (ft above grade):					
Proposed Sign Type:	Freestanding	Monument	Copy Change	Wall	Blade
	Electronically Changeable	Awning	Canopy	Marquee	Other:
Proposed Illumination:	Fluorescent	Indirect	Neon	None	Other:

Grading / Site Improvement Permit Application ONLY			
Name of Subdivision(s):	Is there evidence of fill or excavation? Yes No		
# of cubic yards exported:	# of cubic yards imported:		
# of parking spaces:	# of ADA parking spaces:		
*If more than 500 cubic yards is being exported/imported, and/or if more than 40 parking stalls are being constructed, a SEPA application will need to be completed prior to any work being permitted.			
Will there be a retaining wall installed? Yes No Is the wall taller than 4 feet?* Yes No			
**Retaining walls greater than 4 feet in height require engineered drawings to be submitted			

Windows Permit Applications ONLY* (RETROFITS NOT ALLOWED)	
Number of Windows:	U-Factor for Each Window:

Siding Permit Applications ONLY					
Existing Siding Material:	Hardie Plank	LP	T1-11	Vinyl	Other:
Proposed Siding Material:	Hardie Plank	LP	T1-11	Vinyl	Other:

Solar Permit Applications ONLY		
PV System is designed and proposed for a detached single-family or two-family dwelling?	Yes	No
PV System is designed for rooftop of a house in general compliance with applicable codes?	Yes	No
Mounting system is engineered and designed for PV?	Yes	No

Total dead load of panels, supports, mountings, raceways, and all other appurtenances weigh no more than one of the following. Indicate which:	
No more than three and one-half (3.5) pounds per square foot (PSF)	
Frameless panels on at least 3/12 pitch roof weighting no more than four and one-half (4.5) PSF	
Frameless panels on at least 5/12 pitch roof weighting no more than five (5.0) PSF	
Is this solar installation part of a new single-family residence?	Yes No

Re-Roofing Permit Applications ONLY				
How many roof layers are existing?		How many layers of roofing will be removed?		
Existing Roofing Material:	Composition Other:	Tile	Wood Shake	Wood Shingle
Proposed Roofing Material:	Composition Other:	Tile	Wood Shake	Wood Shingle
Will roof sheathing be added or replaced?		Yes	No	
Existing Roof Sheathing:	Car Decking Spaced / Skipped	OSB Tongue & Groove	Plywood Other:	Shiplap
Proposed Roof Sheathing:	Car Decking Spaced / Skipped	OSB Tongue & Groove	Plywood Other:	Shiplap

Additional Required Information	
Total Estimated Cost of Project:	
Mechanical Sub-Contractor:	Contractor's License:
Plumbing Sub-Contractor:	Contractor's License:
Solar Sub-Contractor:	Contractor's License:

The permit becomes null and void if work or construction authorized by the permit is not commenced within 180 days of issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced, unless an extension is granted. Issuance of this permit does not give the authority to violate any federal, state, or local laws or ordinances, or the building code regulating construction. Separate permits (building, plumbing, mechanical, sewer, water connection, electrical, etc.) may be required for work performed on this site. Additional permits /plans may be required prior to Certificate of Occupancy issuance. Contact SRCAA at 509-477-4727 and/or visit www.spokanecleanair.org to ensure compliance with air quality regulations. The applicant shall be responsible for obtaining additional permits/approvals from affected agencies. Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. By checking the box below, I certify that I have read and understand all of the conditions contained herein and I have the authority to sign on behalf of the applicant. Additionally, I certify that my signature included on the permit, if done by electronic means, provides the same understanding and authority as if I had signed the permit in person or writing.

Required Signatures

Applicant's Signature	Printed Name	Date
Before beginning renovating or remodeling activities in pre-1978 residential buildings or child occupied facilities, contact the Washington State Dept. of Commerce Lead Paint Program at (360) 586-5323, visit www.commerce.wa.gov/lead, or email the lead program lbpinfo@commerce.wa.gov to ensure compliance with applicable Washington lead regulations.		