



216 E. Main St., Ritzville, WA 99169
(509) 659-1930

Date: _____

COMMERCIAL BUILDING PERMIT APPLICATION
COMMERCIAL BUILDINGS/STRUCTURES

Parcel Number (APN): _____	Lot Size: _____ (Acres)
Parcel Address: _____	City/Zip: _____
Abbreviated Legal Description: _____	
Property Owner(s): _____	
Mailing Address: _____	
City/State/Zip: _____	Phone: _____
E-mail: _____ ☐ <i>Copy of Recorded Deed is required as an attachment.</i>	

Applicant: _____	Company Name: _____
Mailing Address: _____	
City/State/Zip: _____	Phone: _____
E-mail: _____	

Contractor's Name: _____
Contractor's License Number: _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____
E-mail: _____

Application For: ☐ New ☐ Remodel ☐ Addition ☐ Commercial Building ☐ Multi-Family Building (3 Units or More)
Project Value (Labor & Materials): _____
☐ Fire Repair/Replacement of: _____ Destruction Date: _____
☐ Tenant Improvement / Interior Remodel: _____
☐ Change of use/Proposed Occupancy: _____
If addition to building is proposed, please identify existing footprint and square footage of structure(s): _____ _____
☐ Other: _____
Detailed Description of Proposed Use for the Structure: _____ _____ _____ _____

⓪ FOR OFFICIAL USE ONLY ⓪

Received By & Date:	Zoning Approval & Date:	Building/Fire Approval & Date:	Intake Fees Paid: Final Fees Paid:
UGA:	Zoning:	Snow Load:	FP / FW:

IBC Building Construction Type:

- | | | | | |
|----------------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------------------------|
| ☐ Type IA | ☐ Type IIA | ☐ Type IIIA | ☐ Type IV | ☐ Type VA |
| ☐ Type IB | ☐ Type IIB | ☐ Type IIIB | | ☐ Type VB |

IBC Sprinkler Substitutions (If applicable, please specify all that apply):

- | | | |
|--|--|--|
| ☐ Area Increase | ☐ Story Increase | ☐ One-Hour Construction |
| ☐ Unlimited Areas | ☐ Height Increase | ☐ Other: _____ |

Structure / Development Details: Dimensions of Building Footprint: _____ (ft.)

Building Height: _____ (ft.) Number of Stories: _____

☐ **Label Existing/Finished Grade on all 4 elevation views of Building Plans.****Floor Area(s)—check all that apply and indicate the area in Square Feet:**

- | | | | | |
|---|--|---|---|---|
| ☐ Basement: _____ | ☐ Main/1 st Floor: _____ | ☐ 2 nd Floor: _____ | ☐ 3 rd Floor: _____ | ☐ 4 th Floor: _____ |
| ☐ Deck: _____ | ☐ Covered Porches/Patios: _____ | ☐ Mezzanine: _____ | ☐ Storage: _____ | |
| ☐ Other: _____ | Area: _____ | | | (sq. ft.) |
| ☐ Retaining Wall(s): Length: _____ (ft.) | Height: _____ (ft.) | | | |

For existing structure(s), describe existing use and occupancy:
_____**Please provide the following details (indicate retail/office areas in square feet):**

Existing Bathrooms: _____	New Proposed Bathrooms: _____
Existing Retail Space: _____	New Proposed Retail Space: _____
Existing Office Space: _____	New Proposed Office Space: _____
No. of Existing Employees: _____	No. of Proposed Employees: _____

Will New Proposal Affect Existing Parking or Access? ☐ Yes ☐ No

No. of Existing Off-Street Parking Spaces: _____ No. of Proposed Off-Street Parking Spaces: _____

New/Change Mechanical? ☐ Yes ☐ NoNew Landscaping Proposed? ☐ Yes ☐ No ☐ Landscaping Plan attached, if applicable.Is this building for Restaurant Use: ☐ No ☐ Yes, please indicate the number of seats in the establishment?

Existing Number of Seating: _____ Proposed Number of Seating: _____

Impervious Surface (IS) Information in Square Feet:

Existing IS (Include existing roof, driveway, etc.): _____ New IS (Include new roof, driveway, etc.): _____

Total Impervious Surface (Existing Impervious Surface plus New Impervious Surface): _____ (sq. ft.)

Total Square Footage of All Commercial Buildings (structures only) on Property: _____ (sq. ft.)

Please Complete the Following:

1.	What is the current use of the property? _____
2.	List all existing structures on the property, the year constructed, and the Building Permit Number (if applicable): _____ _____ _____ ☐ Label and Identify on site plan.
3.	List and attach all Easements, Deed Restrictions, or other Encumbrances restricting the use of the property. (Refer to your subdivision, deed and/or Title Report) List by auditor's file number (AFN) and identify easement type: _____ _____ _____ ☐ Label and Identify on site plan.
4.	*Is the property within 200 feet of a river, stream, wetland, drainage way, other water body? ☐ Yes ☐ No, If yes please identify: _____
5.	*Are there any geologically hazardous areas on property or within 250 feet? For example: avalanche areas, landslide areas, areas of soil erosion, or areas of historic slope failure? ☐ Yes ☐ No, (Circle applicable)
6.	Please list any other applicable applications or approvals (file numbers) from Federal, State or Local Agencies for any structures, construction, or other activities necessary for approval of this building permit application: _____
*May involve height restrictions, a wetland delineation, a geologic site assessment, and additional setback requirements. Inquire with City of Ritzville Clerk-Treasurer.	

If applicable: (Required by RCW 19.27.095)	
Lending Agency Name: _____	Phone: _____
Address: _____	
Contractor's Bonding Firm: _____	Phone: _____
Address: _____	

I (We) certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify (or declare) that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been accurately disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (We) understand that encroachment and/or building into easements, deed restrictions or other encumbrances are my (our) responsibility and not City of Ritzville. I (We) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Owner hereby releases, discharges, indemnifies and holds harmless the County from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith) by both the easement holder or encumbered person(s) arising out of or in connection with the County's issuance of a building permit. I (We) certify (or declare) that I (We) am the owner of the property or have been given authorization from the property owner to obtain this permit. I (We) further agree to comply with the International Building, Residential, Fire, Mechanical, Plumbing, and all applicable City of Ritzville /City Codes. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Owner/Applicant Signature: _____ **Date** _____