

## **How Do I Know if I Need a Permit?**

Any type of construction or development project could require a permit so it is best to call or come in to the Community Development Department. Projects involving a structure greater than 200 square feet will require one or more permits. Some minor construction permits can be issued within a few days while major construction projects can take several months.

## **Where Do I Go to Get a Permit?**

The City's Community Development Department is located in City Hall at 700 Highway 2, Leavenworth, WA. Information on permits is available at the counter from 9:00 am to 5:00 pm, Monday through Friday. You may also contact us by phone at (509) 548-5275.

## **What Information Do I Need to Provide?**

Various permits require different types of information, so it is best to contact the Department to find out in advance what kind of information you need to bring with you when you come in to take out the permit. Depending upon the permit required, a fee may be required to start the preliminary review process. At a minimum, you will be asked to fill out an application and will need to provide a site plan drawn to scale showing your property boundaries and existing and proposed structures. Additional information may include, but is not limited to, construction drawings, civil drawings, a parking/drainage plan, energy calculations, a landscaping plan, a lighting plan, existing and proposed easements, and location of existing and future utilities. Complex projects will be required to develop a project mitigation and code compliance manual. General requirements for several types of permits/reviews will be available in the future on this website.

## **What Happens After I Apply for a Permit?**

If you don't have all the necessary information at the time of permit application, you will be asked to provide the necessary information before a permit is issued or processed further. For most residential and small commercial projects without land use components, departmental review can take a few weeks. Major construction projects will require a pre-application meeting as well as a pre-construction meeting with the applicant and issuance times vary in length dependent on the complexity of the project. Land use permits issuance times vary considerably depending upon location and the nature of the project.

## **What Happens After I Get the Permit?**

After your construction permit is issued, an inspector will check to make sure that work is done according to the appropriate code(s) and that City ordinances are being complied with. In the case of building permits, there will be required inspections.

After the final inspection, you will be granted approval to occupy or issued a Certificate of Occupancy. For electrical work contract the State Labor and Industrial Division .

## **Have Questions or Need Specific Information?**

We recognize every project is unique and welcome your questions. It is much easier to adjust your plans in the early stages of planning to comply with the various codes and ordinances than it is after a project's plans have been finalized. Help is only a phone call away. You can also ask for a pre-application meeting. Unlike a full permit application; persons requesting a pre-application meeting may submit any materials for staff review and comment in order to shape their individual project.