SITE IMPROVEMENT PERMIT APPLICATION

Liberty Lake Community Development Department
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:

☐ New Commercial / Industrial ☐ Multi-Family Residential ☐ Residential ☐ Other:

Along with this application please provide the following:

- One electronic copy of drawings / plans with supporting documents.
- Any applicable plumbing, mechanical, fire, and right of way permit applications

All businesses which perform work in the City must have a current Business License. If the business is located outside the City, the license must also 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 Name:**	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Civil Engineer's Name:	
Email:	Phone:
Address:	City, State, Zip:
Project Contact's Name:	
Email:	Phone:

Site Specific Information		
Project Address:	Estimated Value of Project:	
Project Description: (Please indicate if you are applying for grading permit only. Grading permits allow only for the removal of vegetation and general leveling/pad creation - no forms may be placed. If applying for other site improvements, please describe in detail the scope of the work.)		
# of cubic yards removed:	# of cubic yards added:	# of cubic yards moved on site:
# of parking spaces:	# of ADA parking spaces:	
Special Inspections Required? (If yes, please provide the Statement of Special Inspections document)	☐ Yes	☐ No
Are there existing structures on the property?	☐ Yes	☐ No
What is the current property size?	_____ acres	_____ sq ft
What is the parcel's existing amount of impervious surface?	_____sq ft	
What will the parcel's total amount of impervious surface be?	_____sq ft	
Is the property within 250 feet of a shoreline?	☐ Yes	☐ No

Is there evidence of fill or excavation?	☐ Yes ☐ No
Will any retaining walls be constructed?	☐ Yes ☐ No
If yes, are there any greater than 4 feet in height? *	☐ Yes ☐ No
*Retaining walls greater than 4 feet in height requires engineered drawings and additional building permit prior to construction.	
Are there slopes greater than 30% on the property (30 ft. rise in 100 ft.)?	☐ Yes ☐ No _____%
Are critical or hazardous materials used or stored on site?	☐ Yes ☐ No
(If yes, please provide list of materials)	

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. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account for this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

Required Signatures

By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project and carry out the work specified on the permit. Additionally, I certify that my signature included on this application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge that a minimum of 24 hrs. notice is required for all inspection requests. I give permission for use of my electronic signature on the permit, and I acknowledge, understand, and agree to the requirements and terms described on this application.

Applicant's Signature **Printed Name** **Date**