RESIDENTIAL BUILDING 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:

☐ New Single Family ☐ Deck / Patio Cover ☐ Addition / Alteration ☐ Basement Finish
☐ New Duplex ☐ Accessory Structure ☐ Window Replacement ☐ Re-Roof
☐ Siding ☐ Other:

Along with this application please provide electronic files of the following:

- Electronic copies of drawings / plans with supporting documents
- Applicable mechanical & plumbing permit applications (If you are applying for a new single-family residence SFR or duplex, you are not required to submit separate mechanical and plumbing applications. New SFR plumbing and mechanical fees will be applied per our fee schedule & included with this permit.)

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 & Owner's Name:**	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Construction Financing Lender or Bond Firm's Name (if applicable):	
Email:	Phone:
Address:	City, State, Zip:
Project Contact's Name:	
Email:	Phone:
Address:	City, State, Zip:

Site Specific Information	
Project Address:	Parcel Number:
Estimated Value of Project:	Estimated Sq. Ft.:
Project Description: (Please describe in detail the scope of work. For basement finishes, be specific about materials and construction methods. For re-roofs, be specific about number of layers and types of existing and replacement materials.)	
Has the project been reviewed & approved by an HOA / Development Design Review Committee? ☐ Yes ☐ No ☐ Not Applicable Applicant Initials:	

Is there evidence of fill or excavation?	☐ Yes ☐ No
What is the size of the property?	_____Acres _____Sq. Ft.
Will there be a retaining wall installed?	☐ Yes ☐ No
If yes, is retaining wall(s) greater than 4 feet in height?	☐ Yes ☐ No
*Retaining walls greater than 4 feet in height require engineered drawings and additional building permit.	
Are there slopes greater than 30% on the property (30 ft. rise in 100 ft.)?	☐ Yes ☐ No _____%
Will more than 100 cubic yards of dirt or soil be moved? (If yes, grading permit is required per §10 – 3F – 3.)	☐ Yes ☐ No

New Single-Family Residence & Duplexes Permit Application ONLY	
Mechanical Sub-Contractor:	Contractor's License:
Plumbing Sub-Contractor:	Contractor's License:

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

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

Windows Permit Applications ONLY	
Number of Windows:	U-Factor for Each Window:

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. 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.

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 of 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 Signature
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**

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.