

**CITY OF BREWSTER  
BUILDING PERMIT APPLICATION**

***INFORMATION ABOUT THE APPLICANT:***

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***INFORMATION ABOUT THE CONTRACTOR:***

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

State License #: \_\_\_\_\_ Expires: \_\_\_\_\_

City Business License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

***IF APPLICABLE:***

Name of Financial Lender: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone #: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone #: \_\_\_\_\_

***INFORMATION ABOUT THE PROPERTY AND YOUR PROJECT:***

Physical Address of the Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Valuation: \_\_\_\_\_ Other Structures: \_\_\_\_\_

Structure Stories/Levels: \_\_\_\_\_ Building Height: \_\_\_\_\_

Bathrooms: \_\_\_\_\_ Bedrooms: \_\_\_\_\_

Building Area – 1<sup>ST</sup> Floor \_\_\_\_\_ 2<sup>ND</sup> Floor \_\_\_\_\_ Basement \_\_\_\_\_

Garage \_\_\_\_\_ Deck \_\_\_\_\_ Patio \_\_\_\_\_

***IF APPLICABLE:***

Manufactured Home: Make and Model: \_\_\_\_\_

Year: \_\_\_\_\_ Size: \_\_\_\_\_

Certified Installer:

Names	Certification Numbers
_____	_____
_____	_____

*I hereby certify that the above information is correct and that the construction, occupancy, and use of the above described property will be in accordance with the laws, rules, and regulations of the State of Washington, Okanogan County, and the City of Brewster.*

\_\_\_\_\_  
**Signature of Owner** \_\_\_\_\_  
**Date**

All special approvals that pertain to your project must be checked off before issuance of your permit.

WATER      SEWER      FIRE      HEALTH      PLANNING      STREETS

## **BUILDING PERMIT APPLICATION REQUIREMENTS**

1. Two sets of plans, to scale, on big paper not 11" x 17"
2. All measurements to be included pertaining to Area.
3. Scale to be 1/4" to 1'
4. Code analysis complete. (occupancy Group, Occupancy load, travel distance to egress,
5. Energy analysis complete
6. All ADA requirements
7. All International Mechanical Code requirements, based on occupancy load.
8. All International Fire Codes
9. Any incomplete plans will be returned and marked Lack of information.
10. Plans to be drawn in a professional manner, depending on the size of the project, Plans may be required to be drawn by a Commercial Design Professional.
11. And like always Work is not to begin until Building Owner has a Stamped and approved set of plans on site.

## **BUILDING PERMIT APPLICATION INFORMATION**

**OWNER:** The issuance of a permit is only to the owner of the property, or their licensed contractor.

**CONTRACTOR:** When the construction is done by a person other than the owner of the property, for pay, the contractor is required to be licensed by the state and listed on the application. If the contractor is not licensed, state law prohibits the city from issuing the permit.

**CERTIFIED INSTALLER:** One certified installer with a certification number must on site whenever installation work on manufactured homes is being done. If several certified installers are involved in the installation, all their names and certification numbers must be on the building permit.

**LEGAL DESCRIPTION:** The legal description is either a lot, block, subdivision or a description found on your property deed. The parcel number is listed on the top right corner of your property tax statement, or can be obtained by calling the Assessor's Office, at 422-7190.

**PLOT PLAN:** A complete fully dimensioned plot plan must be included. It must show the exact location of the new building in relationship to the property lines, other buildings, etc.

**ELECTRICAL PERMITS:** Electrical permits may be obtained from the Washington State Department of Labor and Industries, 519 Grant Road, East Wenatchee, WA or phone 509-886-6500.

**WATER AND SEWER HOOKUP:** Contact the City of Brewster at 689-3464 for an application. There are additional fees for these hookups; they are not included in your building permit fee.

**ELECTRIC METER/HOOKUP:** Contact the Okanogan County PUD at 689-2502.

***TO AVOID DELAYS IN ISSUING YOUR BUILDING PERMIT, MAKE SURE THE APPLICATION IS COMPLETED.***