



# Town of Twisp

118 S. Glover Street • Box 278 • Twisp, WA 98856 • 509-997-4081 • 509-997-9204

## BUILDING PERMIT APPLICATION

Permit # \_\_\_\_\_

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

Two site plans and two sets of building plans are required with this application. Be sure that you are informed on subdivision, zoning and all other land use regulations before applying for a building permit. No construction shall proceed before a permit is issued.

Building permits are valid for six (6) months from the date of issue. This applies to the attached clear and concise construction drawings and to the site plan of the stated project. The permit may be extended an additional six (6) months by submitting a request, in writing, to the Town of Twisp Building Department, providing that no changes are made to the project's construction drawings or site plan. Changes to the project's construction drawings and/or site plan may require a new permit and must be approved by the Town of Twisp.

### Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

If owner constructed, have you read the contractor license requirements?  Yes  No

Please site RCW 18.27 exemption number \_\_\_\_\_

Location/Street Address: \_\_\_\_\_

Tax Parcel # (available on your property tax statement) \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Lot Size \_\_\_\_\_ Zone \_\_\_\_\_

Structure Type: Single or Two-Family Residential \_\_\_\_\_

Multi-Family Residential (three or more) \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Occupancy Type: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Directions to Building Site: \_\_\_\_\_

Proposed Setbacks from property line (See Town codes for setback requirements):

Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Within 200' of the shoreline:  Yes  No Shoreline Setback \_\_\_\_\_

Class or Work: New  Addition  Remodel  Repair  Demolition  Foundation  
 Accessory Structure  Mobile Home

Other \_\_\_\_\_

**Building Division:**

Type of Structure:  Wood  Metal  Masonry/Concrete  Pre-Manufactured

Other (please specify) \_\_\_\_\_

Building dimensions for new construction: (All floors including basement)

_____	X	_____	= Sq. Ft. Basement
_____	X	_____	= Sq. Ft. 1 <sup>st</sup> Floor
_____	X	_____	= Sq. Ft. 2 <sup>nd</sup> Floor
_____	X	_____	= Sq. Ft. (Other _____)
_____			= Total Sq. Ft.

Height \_\_\_\_\_ # of Stories \_\_\_\_\_ Project Cost \$ \_\_\_\_\_

**If Mobile Home:** Name of installer and certification number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Year/Make/Manufacturer \_\_\_\_\_

Dimensions \_\_\_\_\_ x \_\_\_\_\_ Labor & Industries Tag #: \_\_\_\_\_

Name of Trailer Court or Park \_\_\_\_\_

**Additional Permit Information:**

**The following are possible applications that might be needed before your building permit can be approved and issued.**

Does the project site have existing Town water hookup?  Yes  No  
Does the project site have existing Town sewer hookup?  Yes  No

**Yes** - Review of the building permit application will determine if there will be a higher water use which may require applying for more water/sewer ERU's (Equivalent Residential Unit).

**No** - Water and sewer service applications must be applied for. Building permits can be issued before approval of these applications, at the discretion of the utilities manager, with the understanding that it is not a guarantee of approval of water and sewer services. No certificate of occupancy can be issued until water and sewer services are applied for and installed. The review period for any water and sewer service application can take up to 14 days, provided a complete application is submitted.

In the floodplain  Yes  No

Within 200 feet of the shoreline  Yes  No

Within 100 feet of a known or suspected critical area  Yes  No

Requires more than 100 cubic yards of excavation or fill  Yes  No

**Yes** – If the project is in the floodplain and within 200 feet of the shoreline or requires more than 100 cubic yards of excavation or fill, it will require one or all of the following permits: Substantial development, conditional use or variance permit, critical areas project approval, land use permit and/or SEPA checklist. The review period for any of these permit applications can take up to 75 days. (Attached is a copy of the possible time frames it will take to review the above applications)

**No** – Landfill or excavation over 100 cubic yards, buildings over 4,000 square feet, and/or parking lots over 40 stalls may trigger any of the above mentioned permit applications.

**NOTE:** These are not the only situations that can trigger the above mentioned permit applications. This will be determined in the building permit review process by our Town Planner.

This facility is operated in accordance with the United States Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to:

Under Secretary  
Rural Development  
Washington D.C. 20250

I hereby apply for a permit to do the work indicated above and acknowledge that I have read this application and hereby certify that the above information is correct and that I have accurately identified and depicted property lines and building locations. I have submitted two site plans and two sets of building plans along with this application.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date received by the Town of Twisp

\*\*\*\*\*FOR DEPARTMENTAL USE ONLY\*\*\*\*\*

Fees

**Building Permit:** The application form must be completed before your building permit can be processed: \$ \_\_\_\_\_

**Plan Check:** Two site plans, two sets of building plans, and a completed energy compliance form are required.

**Mechanical Permit:** \$ \_\_\_\_\_

**Plumbing Permit:** \$ \_\_\_\_\_

**State Fee:** \$ 4.50

**Miscellaneous Fee:** \$ \_\_\_\_\_

**Receipt #:** \_\_\_\_\_ **Total Fees:** \$ \_\_\_\_\_

Review and Approvals

**Planning Department:**

Setbacks met:  Yes  No      Allowed zoning Use:  Yes  No

Parking requirements met:  Yes  No      Action Taken (if no) \_\_\_\_\_

Lot coverage requirements met:  Yes  No      Action Taken (if no) \_\_\_\_\_

Zoning Variance:  Yes  No      File # (if yes) \_\_\_\_\_

Conditional Use:  Yes  No      File # (if yes) \_\_\_\_\_

Critical Areas:  Yes  No      File # (if yes) \_\_\_\_\_

Within 200 feet of shorelines:  Yes  No      File # (if yes) \_\_\_\_\_

SEPA applies:  Yes  No      File # (if yes) \_\_\_\_\_

In floodplain:  Yes  No      File # (if yes) \_\_\_\_\_

D.O.E. Construction stormwater permit application required:  Yes  No

Other:  Yes  No File # (if yes) \_\_\_\_\_

Other Town Planner Comments: \_\_\_\_\_

\_\_\_\_\_  
Town Planner Date

**Clerk's Office:**

Business License Required/Obtained for Contractor:  Yes  No License # \_\_\_\_\_

Business License Required/Obtained if Business:  Yes  No License # \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Clerk/Deputy Clerk Date

**Public Works Department:**

**Streets:**

Highway ingress/egress:  Yes  No Action taken (if applicable) \_\_\_\_\_

Street crossing required:  Yes  No Action taken (if applicable) \_\_\_\_\_

Comments: \_\_\_\_\_

**Fire:**

Fire flow adequate:  Yes  No Action taken (if applicable) \_\_\_\_\_

Hydrant requirements met:  Yes  No Action taken (if applicable) \_\_\_\_\_

Comments: \_\_\_\_\_

**Water:**

Water ERU's Adequate for the project:  Yes  No Comments: \_\_\_\_\_

Water permit needed:  Yes  No Permit # (if applicable) \_\_\_\_\_

Comments: \_\_\_\_\_

**Sewer:**

Sewer ERU's Adequate for the project:  Yes  No    Comments: \_\_\_\_\_

Sewer permit needed:  Yes  No    Permit # (if applicable) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Public Works Superintendent

\_\_\_\_\_  
Date

**Building Inspector:**

All plans/buildings must meet IBC, IRC, UMC, UPC, UFC and WSEC requirements. All other approvals must be obtained before signing.

Contractor registration complete:  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

## TOWN OF TWISP IMPACT ASSESSMENT CHECKLIST

*This checklist is to accompany all land use applications, building permits (with the exception of single-family homes), and business licenses (including home businesses). This checklist is to be used to aid the administrator in determining the nature and extent of impacts of a proposed development within the Town of Twisp based on performance and development standards adopted in the Zoning Ordinance # 601. In developments requiring an Administrative Permit (AP), this checklist must be completed and recorded along with applicable SEPA checklists prior to the Town making any determination.*

**To be completed by applicant**

Project Title: _____	Development Location: _____
Applicant Name _____	Mailing Address _____
Phone number _____ - _____	_____

**Business Licenses:** Applicants renewing business licenses do not need to complete this form unless substantial changes to the primary use of your establishment are anticipated that might affect performance standards. *(For example, a cafe currently open only for breakfast and lunch that wants to expand to serve dinners and live music is required to fill this out as this might increase the demand for off-street parking or noise impacts.)*

**Section 1. General Performance Standards**

Please answer the following questions to the best of your ability with **Y** for yes and **N** or No. If Yes is answered, please provide a description as to how the impact will be mitigated on a separate sheet of paper. Please use **"N/A"** for items that are not applicable to your proposal.

Do you foresee any of the following impacts from your proposed project?	Y, N N/A
1. Artificial glare or lighting that might interfere with street traffic or trespass into residential area, including but not limited to strobe lights, arc welding, overhead lighting, or security lights.	
2. Electrical interferences or electromagnetic radiation	
3. Flammable or explosive material	
4. Hazardous substances or waste (storage, emission or manufacture)	
5. Noise	
6. Odor	
7. Please indicate your proposed hours of operation:	
8. Emissions (including dust, ash, or airborne particulates)	
9. Vibration or concussion detectable beyond property lines	
10. Outdoor storage of materials	

## Section 2. Specific Performance Standards

Please provide a description that adequately addresses the following elements.
<b>1. Aesthetics:</b> How does your proposal provide aesthetic consistency with the surrounding neighborhood character?
<b>2. Traffic:</b> Will your project generate traffic or affect current traffic patterns? If so, a traffic impact analysis may be required.
<b>3. Parking:</b> Does your project provide adequate off-street parking consistent with the Town of Twisp parking requirements? If you intend to create parking, please describe your proposed surfacing materials, stormwater management plans, how many vehicles and what type of business equipment.
<b>4. Roads and Drives:</b> Does your project propose new roads, driveways or alleys? If so, please provide a description of road dimensions, surfacing materials and stormwater management.
<b>5. Buffers and screening:</b> Do you propose to plant vegetative buffers or screens? If so, please provide site plan with plant list and design.
<b>6. Open Space.</b> Do you propose to leave open space in your project? If so, please provide site plan with location of open space and landscape plan.
<b>7. Utilities:</b> Please list the necessary utility hook-ups required for your project

## Section 3. Development Standards

*Please provide information regarding the following elements (if applicable to your project) in the form of writing and/or a site plan where applicable to your project:*

- 1. Stormwater plan:** A storm water management plan must be submitted with a development proposal for all uses other than single family dwellings, duplexes, and accessory dwellings. For those uses exempt from this requirement, adequate permeable surfaces must be maintained in yards and setbacks.



2. Dog-control measures. Dog control measures are mandatory for all uses except single-family dwellings, duplexes, accessory structures and home businesses.
3. SEPA checklist if minimum threshold is determined
4. Roof Drainage Easements: If your project results in roof drainage onto neighboring properties, drainage easements are required.
5. Water and Sewer: All new uses must connect to town water and sewer. (If other than a single-family residence, must include information regarding average water use and documentation used to determine this).
6. Heating Ventilation and Air Conditioning Units: Screening of HVAC is required on all commercial and multi-family dwellings.
7. Commercial Access: access to commercial enterprises must be via public right of ways or adjacent commercial properties.
8. Private roads and common areas: management programs for joint ownership and use of roads and common spaces must be recorded on plat or site plan
9. Townhouses: please see zoning ordinance for requirements and provide a site plan
10. Nuisances: any nuisance shall be subject to Title 8.05 of Twisp Municipal Code.

**Section 4: Critical Areas**

*To the best of your knowledge, is your project located in or adjacent to the following natural features? Please answer yes or no, or not sure. The Town of Twisp will make a determination if a Critical Areas Review may be required prior to granting a development permit.*

Steep slopes

Wetlands (including seasonally wet areas)

Frequently flooded areas

Wildlife habitat (including upland and/or riparian habitat)

Is there a well on or near your property?

Is there surface water on or near your property?

What is your property currently being used for?

Please provide a description of historical uses of your property if you know them.

To the best of my knowledge, the information provided and any site plan presented depicts accurate information, structure placement, distances, roads, driveways, land features, and other pertinent development information for my proposal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature (if other than applicant)

\_\_\_\_\_  
Date