



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. For residential building, \$100 will be collected as a plan review fee. For commercial building \$200 will be collected as a plan review fee. All new construction will require a system development charge of \$5,000. 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 st Floor
_____	X	_____	= Sq. Ft. 2 nd 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: \$ _____

Water/Sewer system connection charges \$ _____

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 system development fees required: Yes No Amount \$ _____

Comments: _____

Sewer:

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

Sewer system development fees required: Yes No Amount \$ _____

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, shoreline and floodplain development applications, building permits for new construction, except for single-family homes, and business licenses for new or substantial expansion or modification to the primary use of your establishment 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.)

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 # 632.

For developments requiring an Administrative Permit (AP), this checklist must be completed and recorded along with a SEPA checklist (if required) prior to the Town making any determination.

To be completed by applicant

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

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.

1. Aesthetics: How does your proposal provide aesthetic consistency with the surrounding neighborhood character?

2. Traffic: Will your project generate traffic or affect current traffic patterns? If so, a traffic impact analysis may be required.

3. Parking: 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.

4. Roads and Drives: Does your project propose new roads, driveways or alleys? If so, please provide a description of road dimensions, surfacing materials and stormwater management.

5. Buffers and screening: Do you propose to plant vegetative buffers or screens? If so, please provide site plan with plant list and design.

6. Open Space: Do you propose to leave open space in your project? If so, please provide site plan with location of open space and landscape plan.

7. Utilities: 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:

- 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.
- Dog-control measures: Dog control measures are mandatory for all uses except single-family dwellings, duplexes, accessory structures and home businesses.
- SEPA checklist: If minimum threshold is determined.
- Roof Drainage Easements: If your project results in roof drainage onto neighboring properties, drainage easements are required.
- 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).
- Heating Ventilation and Air Conditioning Units: Screening of HVAC is required on all commercial and multi-family dwellings.
- Commercial Access: Access to commercial enterprises must be via public right of ways or adjacent commercial properties.
- 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.
- Townhouses: Please see zoning ordinance for requirements and provide a site plan.
- 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 (geologically hazardous)
- Aquifer recharge
- 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