



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

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Office (509) 962-7506

"Building Partnerships – Building Communities"

ELECTRONIC SUBMITAL INSTRUCTIONS FOR BUILDING PERMITS

Only PDF versions of permit applications, site plan, construction drawings, and other required documents applicable to the submittal will be accepted. All other formats and incomplete submittals will be denied. All electronic submittals must be clearly identified and submitted as separate PDF documents.

Required names to title all individual submittals:

- "Signed Building Permit Application"
- "Approved Adequate Water Form"
- "Finalized Preliminary Site Analysis"
- "Site Plan"
- "Building Plans"
- "Engineer Structural Calculations"
- "Individual Truss Sheets and Truss Layout"
- "Energy Credit and Ventilation Forms"
- "HVAC Sizing Worksheet"
- "Window/Door Schedule"

Other documents that may be required:

- Suncadia Design Review Committee Approval Letter
- Critical Area Report
- Wetland Delineation
- Shoreline Exemption or Shoreline Variance Permit
- Conditional Use Permit
- Accessory Dwelling Unit Approval
- Flood Development Permit
- Variance Determination
- Airport Overlay Approval
- Geotechnical Report
- Reports from Fish & Wildlife/ DNR/ Department of Ecology/ Certified Biologist

Documents may be submitted one of two ways:

1. Email PDF documents to permits@co.kittitas.wa.us

2. Our new online submittal upload feature makes it easy to apply for building permits. Here's how it works:

- **Access the upload feature via desktop or mobile:** Submitters can find the upload feature by clicking the link below and then click the blue button labeled "Go to the Uploader."
 - <https://www.co.kittitas.wa.us/cds/building/default.aspx>
- **Fill Out Your Information:** Once you're in the upload feature, you'll need to enter your details, including your name, email address, and phone number.
- **Select Permit Type:** Next, you'll choose the specific type of permit you're applying for from the available options.
- **Upload Required Documents:** Finally, upload all necessary documents to complete your submission.

Once your submission is received, a Permit Technician will notify you whether it has been accepted or denied. If your submission is denied, the technician will provide a reason for the denial, and you will need to resubmit **all** documents according to the steps outlined above. Please note that a monetary deposit is required to complete the intake process. After the deposit is made, a permit number will be assigned to your submission and placed in line for review.

Please be advised that email submissions with files sizes exceeding **25MB** cannot be received. Should your documents exceed this, please send them in separate emails or through the upload feature. If you do not receive a response within two business days, please contact our office at 509-962-7506.

*A paper copy of documents will still be accepted. Please contact a Permit Technician at 509-962-7506 if you are unable to submit plans electronically.