

Zoning Permit Fee _____
 Review Fee _____
 TOTAL _____
 Receipt# _____

PERMIT # _____

ACCESSORY DWELLING UNIT PERMIT APPLICATION

Application Date _____
 Street Address: _____
 Tax Parcel Number(s): _____
 Legal Description/Subdivision Name: _____
 Project Description: _____
 Project Cost \$ _____

OWNER/APPLICANT INFORMATION

Owner: _____
 Phone: _____ Fax: _____
 Mailing Address: _____
 City/State/Zip: _____

Applicant: _____
 Phone: _____ Fax: _____
 Mailing Address: _____
 City/State/Zip: _____

Contractor: _____
 Phone: _____ Fax: _____
 Mailing Address: _____
 City/State/Zip: _____

Architect/Engineer: _____
 Phone: _____ Fax: _____
 Mailing Address: _____
 City/State/Zip: _____
 Contact Name: _____

WA State Contractor License # _____ Expiration Date: _____
 City Business License # _____ Expiration Date: _____

EXISTING BUILDING INFORMATION

	<i>Existing Total SF</i>	<i>Remodel Proposed SF</i>	<i>Addition Proposed SF</i>	<i>New Proposed SF</i>
<i>1st Floor</i>				
<i>2nd Floor</i>				
<i>Garage</i>				
<i>Covered Porch</i>				
<i>Deck</i>				



Does this building have fire sprinklers throughout? Yes No Type of Construction: _____
 Total Square Footage of Residence (including accessory unit): _____
 Total Square Footage of Accessory Unit ONLY: _____
 Does the Accessory Unit Currently Exist? Yes No
 If Yes, was a building permit obtained? Yes No
 If Yes, when was it issued and what is the building permit number? _____

MECHANICAL

(Please indicate the number of units where applicable, all mechanical equipment new and relocated need to be listed)

Application Fee:	_____	Gas Outlets	_____
AC/Heat Pump	_____	Gas/Wood Stove Inserts	_____
Furnace	_____	Evaporative Cooler	_____
Exhaust Fans	_____	Exhaust Hood (commercial)	_____
Unit Heater	_____		
Other	_____		

PLUMBING

(Please indicate the number of units where applicable, please indicate the number of new and relocated fixtures)

Kitchen Sink	_____	Sewer	_____
Dishwasher	_____	Water Service	_____
Clothes Washer	_____	Irrigation System	_____
Laundry Tray	_____	Floor Drain	_____
Lavatory(hand sink)	_____	Floor Sink	_____
Water Closet(toilet)	_____	Back Water Valve (sewer)	_____
Bathtub/Shower	_____	Back Flow Device/Double Check	_____
Shower	_____	Grease Interceptor	_____
Water Heater	_____	Other	_____

NOTICE: Separate permits and approvals may be required for this project. Every permit issued by the Administrative Authority under the provisions of the Ephrata Municipal Code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of issuance of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Issuance of a permit does not authorize any work in public right-of-way or on utility easements.
 I hereby certify that as a contractor I am currently registered and properly licensed as defined in RCW 18.27 or as a property owner I am exempt from the requirements of the contractor registrations and will do all my own work or use properly licensed subcontractors in connection with the work to be performed under this permit. I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Submittals include but are not limited to: 2 complete sets of Construction plans with site plan, 2 sets of truss, floor joist and beam specifications. All documents required by the Washington State Energy Code. Engineered documents must include original wet stamp and calculations.

Signature of Owner/Authorized Agent

Date



Accessory Dwelling Unit Permit (ADU) Instructions

An Accessory Dwelling Unit (ADU) is a habitable dwelling unit added to, created within, or detached from and on the same lot with a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation. The size of the unit is restricted but the unit may be occupied by a paying tenant for a minimum of 30 days at a time.

Design and Use Requirements

1. One ADU per dwelling unit is allowed outright in all single-family zones, and in all single-family dwellings within the city.
2. An ADU may be established in a new or existing single family dwelling by the creation within, addition to, or detached from the principal dwelling.
3. The ADU, as well as the main dwelling unit, must meet all applicable setbacks, lot coverage, and building height requirements.
4. The design and size of an ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes.
5. One of the dwelling units shall be owner occupied as the owner(s) principal residence for at least 6 month a year. (No permit for an ADU will be legal until the owner files a covenant evidencing this use limitation against the property; this covenant must also be recorded in the records of the Grant County Auditor.)
6. If either the ADU or the principal unit ceases to be owner occupied for more than 6 months, the ADU permit shall be considered

revoked and the unit shall cease to be used as an ADU.

7. The size of an ADU contained within or attached to an existing single family structure shall be limited by its applicable zoning requirements. An ADU incorporated in the construction of a new single family house shall be limited to 40% of the principal unit.

The size of a detached ADU, for either new construction or an existing home, shall be up to 800 square feet or 33% of the size of the principal unit, whichever is smaller.

8. One off street parking space per accessory unit is required in addition to the required parking for the single family home. The Planning Director may waive this requirement where there are special circumstances related to the property and its location (e.g., proximity to transit, adequate on street parking, etc.)
9. Every effort shall be made to avoid additional entrances or other visible changes on the street façade of the house, which indicate the presence of an ADU.
10. A permit application must be completed and approved for all ADUs.
11. ADUs existing prior to the adoption of the accessory housing ordinance may be found to be legal if the property owner applies for an ADU permit and complies with all required standards and provisions.
12. Adjacent neighbors of an ADU applicant shall be notified of the ADU zoning permit application. This notification is informational only. The decision by the planning department to grant an ADU zoning permit is non appealable by the neighbors of the permit holder.



Submittal Requirements

AN ADU PERMIT APPLICATION MUST BE SUBMITTED WITH THE FOLLOWING ITEMS:

1. Two copies of a site plan drawn to scale showing property lines, the location of the buildings on the site, a complete floor plan of both units, and the amount and location of parking. The entrance(s) to the accessory unit must be noted on these plans.
2. In most cases, a building permit application is required. The creation of an ADU will usually be considered a residential remodel. Therefore, a building permit application is required. Submit 2 copies of construction drawings for a residential alteration.

There are two instances when an ADU permit application does not require a building permit application: 1) if the ADU received a building permit (with a known permit number) before applying for an ADU permit; and 2) if all work required to create the ADU is cited in IRC Section 105.2, work exempt from permit. Very few items are exempted from a building permit.

3. A signed owner occupancy covenant must be recorded with the Grant County Auditor prior to issuing the ADU permit.
4. Legal description of the property.
5. The list of work that is exempted from a building permit.

Permit fees

A zoning permit fee for the Accessory Dwelling Unit permit will apply. In addition, there may be

building plan review and permit fees. Please inquire at the City of Ephrata for an estimate of permit fees related to your project.

Reconsiderations and Appeals

Ephrata Municipal Code 19.09.070 Appeal of administrative interpretations

- A. Any appeal of administrative decisions relating to the enforcement or interpretation of this title, unless otherwise specifically provided for in this chapter, shall be in writing, and shall be filed with the planning and community development department within fourteen (14) calendar days after such decision, and in the manner set forth in Ch.17.01 EMC.
- B. The appeal shall be heard by the hearing examiner, and the hearing examiner shall render his or her decision in accordance with the requirements of Ch. 19.12 EMC and Ch. 17.01 EMC.

Any person requiring a disability accommodation should contact the City in advance for more information. For TDD relay service, call 1-800-833-6388.



Commonly Encountered Building & Housing Code Requirements

Exit Facilities and Emergency Escapes:

- A. Every room used for sleeping must have at least one operable window or door for emergency escape directly to the outside with the following unobstructed dimensions:

Minimum net clear openable area:

5.7 Sq. Ft.

Minimum net clear openable height:

24 inches

Minimum net clear openable width:

20 inches

Maximum finished sill height above floor:

44 inches

- B. All bars, grilles, or grates must be equipped with approved release mechanisms which are operable from the inside without the use of a key, special knowledge, or effort.

Light and Ventilation:

- A. All habitable rooms must have windows with an area of not less than 8 percent of the floor area of the room.
- B. All habitable rooms must have operable exterior openings with an area of not less than 4 percent of the floor area of the room, or be provided with a mechanical ventilation system.
- C. Bathrooms and similar rooms must have:

Aggregate glazing area in windows of not less than 3 feet one half of which must be operable or artificial light and local exhaust system must be provided.

The point of discharge of exhaust air must be at least 3 feet from any opening into the building.

Room Dimensions

- A. Kitchens, halls, and bathrooms must have ceiling heights not less than 7'. All other rooms must have ceiling heights not less than 7'6".
- B. Habitable rooms shall have a floor area of not less than 70 square feet and shall not be less than 7 feet in any horizontal dimension.

Smoke Detectors

Smoke Detectors must be installed in each sleeping room AND at a point centrally located in the corridor or area giving access to each separate sleeping area.

Carbon monoxide detectors required immediately outside each sleeping area.

Efficiency Dwelling Units

Efficiency Dwelling Units must conform to other requirements of the code, except the unit must have:

- A. a separate closet
- B. a kitchen sink, cooking appliances, and a refrigerator. Each must have not only a clear working space of not less than 30 inches in front, but also light & ventilation.
- C. a separate bathroom containing a toilet, wash basin, and a bathtub or shower.



An Accessory dwelling unit must have **one-hour fire-barrier separation** from the main dwelling unit.

Accessory Dwelling Units Within an Existing Single Family Residence

Complete construction documents are necessary to verify code compliance. The following items are typically required for projects of this type:

Site Plans:

- 1. Scale and north arrow. (Maximum scale 1"=40', Preferred scale 1"=20')
- 2. Show the size, location, setbacks, and use of existing and proposed buildings.
- 3. Label additions – highlight them in some manner
- 4. Show the width of driveway and describe paving materials.

Floor Plans

Indicate the use and provide dimensions for all rooms. (3" or c" scale).

- 1. Specify project square footage on floor plans. Provide complete breakdown between existing residence and new residence. Specify square footage of remodeled area.
- 2. Show any new and existing walls, window and door size and locations for new residence.
- 3. Provide the size, species, and grade of headers over new openings.

- 4. Show floor/ceiling joist sizes, directions of run, spans and spacing. This is necessary to verify required one hour fire-resistive construction.
- 5. Show location of plumbing fixtures and heating equipment. Return air from one dwelling unit shall not be discharged into another dwelling unit through the heating system.
- 6. Show 110-volt smoke/carbon monoxide detectors w/battery back-up in each sleeping room and at a point centrally located in the corridor giving access to each separate sleeping area.

Building Cross Sections

- 1. Provide full-height sections through the remodeled area showing required ceiling heights.
- 2. Provide typical wall sections. Call out construction materials including – framing (size, species, grade, spacing and span), insulation, vapor barrier, and interior and exterior finishes.
- 3. Show draft stops in line with the walls separating dwelling units.
- 4. Provide details of one-hour construction assemblies. The walls and/or floors between units are required to be of materials approved for one-hour fire barrier construction. Existing walls and/or floor ceiling assemblies may need to be retrofitted to comply with the fire-rated assembly requirements of the code for two-family dwellings. This is necessary to protect the occupants of one unit from the actions of their neighbors. IBC Chapter 7 , and the Gypsum Association Fire Resistance Design



Manual contain approved fire resistive assemblies. The following are examples of approved one-hour construction assemblies.

Walls

One GA File No WP3614 layer 5/8" type X gypsum wallboard or veneer base applied parallel with or at right angles to each side of 2 x 4 wood studs spaced 16" o.c. with 1-1/4" Type W drywall screws 12" o.c. Stagger joints each side.

Floor-Ceiling Systems

IBC Table 721.1(3)21

Base layer 5/8" type X gypsum wallboard applied at right angles to 2 x 10 wood joists 24" o.c. with 1 1/4" Type W drywall screws 24" o.c. Face layer 5/8" type X gypsum wallboard applied at right angles to joists through base layer with 1 7/8" Type S drywall screws 12" o.c. at joints and intermediate joists. Face layer joints offset 24" from base layer joints, 1 1/2" Type G drywall screws place 2" back on either side of face layer end joints, 12" o.c. 1/2" plywood with exterior glue applied at right angles to top of joists with 8d nails. **Ceiling provides one hour fire resistance protection for wood framing, including trusses.**

Elevations

Provide elevations of all sides of the building.

Energy/Ventilation

(required only if existing space is unconditioned)

1. Energy code forms shall be incorporated into the construction drawings. Show compliance with the ventilation requirements of the Washington State Energy Code.

Detached ADU's or Additions

Please refer to the minimum requirements for residential construction drawings handout for requirements to construct a detached ADU or to construct an addition to an existing residence. One-hour fire resistive assemblies shall be included.



After recording, please return a copy to:
Ephrata Planning Department
121 Alder Street SW
Ephrata, WA 98823

COVENANT LIMITING LAND USE FOR ACCESSORY DWELLING UNIT

The undersigned certify that we are the owners of real property located in the City of Ephrata, Washington, that is legally described as follows:
(insert legal description and parcel number in space provided or on a separate sheet attached as an Exhibit hereto.)

As recorded in Book _____, Page _____, Records of Grant County.
This property is located at and is known by the following address:

(Insert Street Address)

In consideration of the issuance by the City of Ephrata of an Accessory Dwelling Unit (ADU) permit for the creation or construction of one ADU within the principal dwelling unit or as a detached dwelling unit on the property described above, we, the owners, do covenant and agree to and with the City of Ephrata, pursuant to Ephrata Municipal Code 19.08.350, that the principal or ADU shall be owner occupied as the property owner's principal residence for at least six (6) months a year.

We, the property owners do further covenant and agree that if either the principal unit or the ADU ceases to be owner occupied for at least (6) months, the ADU permit shall be revoked by the City of Ephrata and use of ADU shall cease immediately.

We, the property owners, do further covenant and agree to record this covenant with the Grant County Auditor's office, return a conformed copy of the recorded covenant to City of Ephrata Planning Department, and to abide by the

standards and criteria set forth in the Ephrata Municipal Code Section 19.08.350(B).

This covenant and agreement shall run with the land and shall be binding upon ourselves, any future owners, encumbrancers, their successors, heirs or assignees and shall continue in effect so long as said ADU shall remain unless otherwise released or revoked by authority of the Ephrata Planning Director.

Owner's Name(s) _____

Owners' Signature(s) _____

(If marital property, both spouses must sign)

Corporation's Name _____

Officer(s) Signature(s) _____

(Two officers' signatures required if property owned by corporation)

Covenant Limited Land Use
Accessory Dwelling Units
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STATE OF WASHINGTON) **(Individual Owner)**
) SS.
COUNTY OF GRANT)

On this _____ day of (mo.) _____, (year) _____, before me personally appeared _____, to me known to be the _____, and _____ of _____, the corporation that executed the within and foregoing instrument and acknowledged to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned; on oath stated that they are authorized to execute said instrument for and on behalf of said corporation and that the seal affixed, if any, is the corporate seal of said corporation.

Given under my hand and official seal this ____ day of (mo.) _____, (year) _____.

NOTARY PUBLIC in and for the State of Washington, residing at

My Commission expires: _____