



City of Ferndale
Building Department
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Ferndale, WA 98248
(360) 685-2369 phone
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www.cityofferndale.org



COMMERCIAL/MULTI-FAMILY BUILDING PERMIT

*****APPOINTMENT REQUIRED TO SUBMIT*****

APPLICATION PACKET **REVISED 1/1/2012**

CONTENTS:

- Applicant Information (6 pages):
 - Commercial Building Permit Process: An Overview
 - Additional Information You Should Know
 - Plan Completeness Checklist
 - General Submittal Requirements
- Commercial Building Permit Application Forms (9 pages)

NOTE: READ THROUGH THIS PACKET BEFORE YOU FILL OUT OR SUBMIT YOUR APPLICATION. APPLICATION SUBMITTALS WITH MISSING INFORMATION WILL NOT BE ACCEPTED!



THE COMMERCIAL/MULTI- FAMILY BUILDING PERMIT PROCESS: AN OVERVIEW

❖ Before You Start

Prior to submitting a building permit application, you should discuss your plans with staff at the Community Development Department. Staff will help you gather the required application forms and other relevant information that will inform you of the requirements for submitting building permit applications. You should also inquire at this time about any special development regulations, or other special considerations that may apply specifically to your building or site. Additional information; plans, or studies may be required at the time that the building permit application is submitted to the City. It is recommended that you call ahead to schedule a time to meet with staff so that we can be available to assist you.

❖ Preparing Your Application

All application forms must be filled out completely and neatly in blue or black ink. The forms in this building permit application packet are intended to provide you with most of the information needed for you to prepare the application. A section entitled "General Submittal Requirements" allows you to see at-a-glance what type of information will be required to submit a building permit application. A more detailed "Plan Completeness Checklist" further explains the specific information that must be shown on each type of plan. Please refer to these guides when preparing your application materials.

❖ Submitting Your Application to the City

To submit an application to the City, **you must schedule an appointment** with the Permit Specialist. Do not call for an appointment unless you have all application materials complete and ready. At your scheduled appointment, your plans and materials will be checked for completeness. If you have questions about the application or do not know how to fill out specific sections of it, please call the Permit Specialist for assistance prior to your appointment. Only **complete** application submittals will be accepted. Once determined to be complete, staff will collect a \$900 deposit (for single-family homes) that will be applied toward the total building permit cost. You will pay the remaining balance when the building permit is issued. The deposit is due at the time of your building permit submittal appointment. Should you decide not to pick up your permit, you will be required to pay any remaining fees due for your plan review.

❖ City Review of Your Plans

Once received by the City, your application materials will be routed to the following departments for review:

- Planning – Reviews site plan for compliance with zoning, critical areas/shoreline/floodplain issues. If Site Plan has been previously approved, Planning will ensure all conditions of this approval have been met prior to final release.
- Public Works/Engineering (if applicable) – Reviews Right-of-Way encroachments, connections to City utilities, land disturbance activities and stormwater.
- Building –Reviews the building plans and engineering for compliance with City, building, mechanical, plumbing, fire and energy codes.

It is common during the Plan Review Process for City staff to contact the applicant and/or professionals that prepared plans/studies on behalf of the application to gather additional information. Permit applications pending required information from the applicant will be placed on hold (time limitation instructions below) until such time that additional information is provided to the City. **Note: Time limitation of application**; an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued.

❖ Issuing Your Permit

When the Plan Review is complete by all departments, the Permit Specialist will contact you and an appointment will be scheduled for you to pick-up your building permit. **Note: Time limitation of approved non-issued permits**; Permits not picked up within 180 days of the date of City Approval will automatically become expired.

At the time the permit is issued, you will be asked to review the comments/conditions of approval for the permit and acknowledge these conditions by signature. All conditions of approval are the responsibility of the applicant. You may also receive the following items, which must be posted on the job-site:

- The Building Permit
- A copy of the approved Building Plans, Site Plan if applicable and any special conditions.
- An Inspection Card

Fees: When the building permit is issued, you will pay the remaining balance of the plan check fee (if applicable) together with your building permit fee and any other fees calculated by staff and required by state and/or local ordinance (impact fees, utility connection fees, etc).

❖ Inspecting Your Project

The applicant is responsible for scheduling inspections as required at each phase of construction. Additional inspections held at the expense of the applicant may be necessary if the inspection fails. No occupancy of the structure shall be permitted unless authorized by Building Official or designee and indicated as such on inspection card.

Permits expire after 180 days of inactivity (i.e., no inspection has been scheduled from the date of permit issuance or the date of the last inspection).

❖ City Staff That You Will Be Working With

The City staff listed below will be happy to assist you throughout the building permit process with any questions or concerns that you may have. It is our job to provide information and help explain the process so that you know what to expect. Our normal office hours are Monday-Friday 9am – 5pm. You may contact us for assistance at (360) 384-4006.

Permit Specialist – The Permit Specialist is the person that goes over the basic application requirements and fees with you, receives your application, routes it to the appropriate departments for approval, and issues your permit(s) once approved by the appropriate departments. You may contact the Permit Specialist if you need to check the status (Department location) of your permit application during review process at 360-685-2369.

Planners – The Planner will review your site plan as to its consistency with the City's applicable zoning and critical areas standards (setbacks, wetlands & streams, floodplains, etc). You will probably meet with a planner prior to submitting your building permit application to check for any special requirements that may apply to the development of your property. You may reach the City Planner at 360-685-2368.

Plans Examiner/Code Enforcement Officer – The Plans Examiner is the one reviewing the building plans and engineering for compliance with building codes, as well as enforcing any code violations that may occur on the site during the process. The Plans Examiner can answer code-related questions and performs some building inspections. The Plans Examiner may be reached at 360-685-2364.

Building Inspector – The Building Inspector is the person in the field inspecting the work being performed to ensure that it meets all building and zoning code requirements and permit conditions of approval. You may reach the Inspector at 360-685-2363.

Public Works/Engineering Staff. Public Works/Engineering can assist you with water, sewer, storm, right-of-way encroachment, and land disturbance-related questions and provide you with As-Built information for public utilities. A Public Works field crewmember will also inspect certain utility/connection-related work done on the project site. You may reach PW at 360-384-4006.



COMMERCIAL/MULTI-FAMILY BUILDING PERMIT: ADDITIONAL INFORMATION YOU SHOULD KNOW

The following additional information is not intended to be a comprehensive list of all requirements, but is provided for your benefit to identify items that are commonly missed. Reviewing this information and preparing your building permit application materials accordingly will help to prevent unnecessary delays in the processing of your application. The information is categorized according to the applicable department. You should contact the applicable department for details regarding any items that apply to your project.

❖ Planning Department

- ❑ **Zoning Standards:** Planning Staff can help you determine the required building setbacks, maximum lot coverage, and maximum building height for your lot.
- ❑ **Address:** If you do not have a City-Issued address, you must obtain one from the Planning Department prior to submitting your building permit application.
- ❑ **Legal Lots:** The City can determine whether your parcel is a legal lot of record. It is a good idea particularly to review unplatted parcels, or older platted parcels with staff prior to submittal of a permit application. It is possible in some cases that a survey may be required.
- ❑ **Critical Areas, Floodplains, Shorelines:** Prior to submitting an application, it is highly recommended that applicant review the development potential of the site with a planner to determine any special regulations that may apply to the property in terms of critical areas (wetlands, streams, slopes), floodplain/shoreline status, or other special zoning regulations that may affect development of the site. Additional plans, studies, or permits may be required in these cases.
- ❑ **Planned Unit Developments (PUDs):** Many plats are processed as Planned Unit Developments and contain special regulations applicable to that subdivision only – which are different from the standards in the City's zoning ordinance. Check with staff to determine if that is the case for your lot.
- ❑ **Impact fees:** Impact mitigation fees for traffic, parks, schools, utilities and stormwater may be due at the time of building permit issuance per City codes.

❖ Building Department

- ❑ **Demolition:** Demolition Permits are required for all structures to be removed from a building site, and should be submitted prior to or concurrently with permits for new structures.

❖ Public Works Department

- ❑ **Land Disturbance:** Clearing, filling, or grading that you propose (other than that specific to the excavation or the building foundation) may require a Land Disturbance Permit.
- ❑ **Grading Plan:** A Grading plan may be necessary for sites that contain slopes (existing or proposed) greater than 10%.
- ❑ **Revocable Encroachment:** If you are doing any work in a City right-of-way (i.e. driveway, water, sewer, power, etc.) you will need to contact the Public Works Department regarding Revocable Encroachment Permits. Changing the location of a curbcut for a site must receive *prior* approval through this process.
- ❑ **Water/Sewer/Storm:** Prior to submitting an application, be certain to check with Public Works to ensure utilities are available to the site and that there are no issues or special concerns related to those services. Unplatted parcels and properties within older plats can sometimes have utility issues.
- ❑ **Street Improvements/Dedication:** If not already completed on front of the site to current City Standards, it may be necessary for you to dedicate and/or improve public rights-of-way.
- ❑ **Latecomer's fees:** In certain cases, utility or street improvement recovery agreements may require you to pay a share of the cost of infrastructure that was previously installed by a private party. The City tracks and collects payments for these, as applicable.



COMMERCIAL/MULTI-FAMILY BUILDING PERMIT: PLAN COMPLETENESS CHECKLIST

The following information is provided for your benefit to ensure that you submit the required components on each plan at the time you submit your building permit application. You have been provided a checklist in your permit application that staff will use to ensure the required information is on each type of plan. The accuracy and completeness of all information is the responsibility of the applicant. Review of your plans will be delayed and/or rejected if information is incorrect or missing. Some buildings and/or sites require additional information to be submitted due to special considerations. It is the applicant's responsibility to consult with City staff prior to application submittal to determine what information is required.

PLAN AND APPLICATION MATERIAL SUBMITTAL STANDARDS:

Plan Material Requirements:

1. All drawings shall be clear, accurate, legible and high-contrast original drawings in ink on white bond paper or xerographic reproductions.
2. All pages shall contain the address and parcel number of the site.
3. **Site plans** shall be drawn at a scale of 1" = 10', 1" = 20' or larger, and shall be submitted on 24" X 36" sheets or larger. Details must be drawn at a scale large enough to illustrate the particular detail clearly.
4. **Building Plans** (floor plans, foundation plans, elevation plans, etc) shall be drawn on 24" X 36" sheets of paper at a scale of either 1/4" = 1'0", or 1/2" = 1'0" scale. Details must be drawn at a scale large enough to illustrate the particular detail clearly.
5. Drawings shall be dimensioned.
6. Drawings, structural calculations, and other documents prepared by a licensed professional architect or engineer must contain original seals and signatures on at least one copy.

Application Form Requirements:

1. All paperwork must be completed in **blue or black ink.** Pencil may not be used.
2. Copy of contractor's license must be attached.
3. Contractors must have a current City of Ferndale business license number indicated on application.
4. Please confirm with your contractor that they have a valid Washington State Contractors license and a City of Ferndale Business license prior to scheduling an application appointment.
5. All forms are legal documents and must be signed and dated.
6. All copies must be made **BEFORE** the time of appointment, including any copies you wish to retain for your file. Please double check the required number of copies of each item that must be submitted to the City to ensure you are ready to submit your building permit application at the time of your appointment.
7. **Only complete applications will be accepted.**



General Submittal Requirements: COMMERCIAL/MULTI-FAMILY BUILDING PERMITS

The table below shows basic submittal requirements, including the number of copies **required** for each, depending on the type of permit you are applying for. **Please note:** There may be additional submittal requirements - Check with applicable departments. You **must have** all the required components **BEFORE** you call for an appointment to submit your building permit application. If your information is not complete, your permit application will not be processed at the time of your appointment.

SUBMITTAL REQUIREMENTS		TYPE OF PERMIT				
Type of Plan/Document	# of Copies	New Commercial	Commercial Remodel	Commercial Addition Building	Commercial Tenant Improvement	Multi-Family New & Remodel
Approved Site Plan	2	X	X	X	X	X
Completed Application Form	1	X	X	X	X	X
Non-Residential Energy Code Compliance	2	X	✓	✓	✓	⊘
WSEC Compliance	2	⊘	⊘	⊘	⊘	X
Geotechnical	2	X	✓	✓	⊘	✓
Structural Calculations (Engineering)	2	X	✓	✓	✓	X
Foundation Plan	2	X	X	X	✓	X
Floor Plan	2	X	X	X		X
Elevation Plan	2	X	✓	✓	✓	X
Cross Section Plan	2	X	X	X	X	X
Roof Plan	2	X	✓	X	✓	X
Copy of WA State L&I Contractor's License	1	X	X	X	X	X
Contractors: Proof of City of Ferndale Business License (current license #)	1	X	X	X	X	X

- X** = Required
- ✓** = Check with City Staff
- ⊘** = Not Required

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OFFICE USE ONLY	
PERMIT NUMBER: _____	RECEIVED BY/DATE: _____
ASSOCIATED PERMIT #'S _____	

APPOINTMENT REQUIRED TO SUBMIT

COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION

CONTACT INFORMATION

PROPERTY OWNER **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Cell: () _____ E-mail: _____

L & I License #: _____ Exp.: ____/____/____

(If owner is required to be a contractor per L & I – attach copy of License)

City of Ferndale Business Lic. #: _____

REQUIRED IF OWNER IS A CONTRACTOR

CONTRACTOR **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Cell: () _____ E-mail: _____

L & I License #: _____ Exp.: ____/____/____

(Copy of license must be attached to this application)

REQUIRED - City of Ferndale Business License #: _____

BUSINESS TENANT **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Cell: () _____ E-mail: _____

REQUIRED - City of Ferndale Business License #: _____

ARCHITECT **DESIGNER** **ENGINEER** **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Cell: () _____ E-mail: _____

PROPERTY INFORMATION

PROJECT ADDRESS:

APPROVED BY PLANNER _____ staff initials

DATE OF CITY APPROVED BUILDING SITE PLAN:

TAX PARCEL NUMBER:

LEGAL DESCRIPTION:

ZONING:

LOT AREA (SQ FT):

PROJECT INFORMATION

CLASS OF WORK

NEW **REMODEL/ADDITION** **ACCESSORY** **T.I.**

RPA PLAN # _____

BRIEFLY DESCRIBE PROJECT & BUILDING USE:

LENDER/BOND: (Information must be provided for projects over \$5,000 in valuation per RCW 19.27.095)

SELF FINANCED: YES NO

If you check "NO", you must complete the following information:

LENDER/BOND NAME: _____

LENDER/BOND PHONE: _____

PROJECT VALUATION: (cost of materials, labor & equip.)

\$ _____

BUILDING INFORMATION

EXISTING: _____ sq ft # **STORIES:** _____

NEW: _____ sq ft # **BATHROOMS:** _____

UNITS: _____

BASEMENT: YES NO

Occupancy Type: _____

SEWER: NEW

Construction Type: _____

EXISTING

WATER: NEW

EXISTING

CERTIFICATION

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER (SEE OWNER CONSENT FORM) OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE.

APPLICANT SIGNATURE _____

DATE _____

OFFICE USE ONLY

DEPARTMENT ROUTING/REVIEW SHEET

DEPARTMENT	COMMENTS	STAFF INITIALS/ DATE APPROVED
PLANNING	<input type="checkbox"/> See attached "Approved Site Plan ", dated _____ for conditions of Approval. <input type="checkbox"/> See attached written "Planning Division Conditions of Approval" letter dated _____ for conditions of Approval <input type="checkbox"/> Other: <input type="checkbox"/> CAO <input type="checkbox"/> Flood <input type="checkbox"/> PW Review Necessary SCHOOL MITIGATION FEES: <input type="checkbox"/> N/A <input type="checkbox"/> Pay prior to issuance	
BUILDING DATA	Occupancy Type: _____ Number of Stories: _____ Construction Type: _____ Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____	
HEALTH DEPT.	COMMENTS, IF ANY, WILL BE NOTED ON PERMIT BY P.S.	
W.T.P./P.W. ENGINEERING	See attached written " Water Treatment Plant Conditions of Approval letter " dated _____ for conditions of Approval. See attached written " Engineering Division Conditions of Approval letter " dated _____ for conditions of approval.	

WORKSHEETS

BUILDING VALUATION WORKSHEET

AREA TYPE	AREA (sq ft)		RATE		VALUATION
MAIN FLOOR		X		=	
SECOND FLOOR		X		=	
MEZZANINE		X		=	
BASEMENT: Semi-Finished Unfinished		X		=	
DECKS: Uncovered Covered Patio		X		=	
Covered Front Porch		X		=	
FIREPLACES (Quantity)		X		=	
OTHER:		X		=	
TOTAL AREA:					

Comments:

PERMIT SPECIALIST FEE WORKSHEET

FEE TYPE	AMOUNT
Building Permit	
Plan Check	
Less Deposit	()
Mechanical	
Plumbing	
Storm Hookup Inspection	
SW Sewer Bypass Surcharge	
Sewer Connection	
Sewer Hookup Inspection	
Water Connection	
Water Set Up Fee	
Bakerview Water	
Meter <input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 2" <input type="checkbox"/> Other	
Water Meter Installation	
Traffic Mitigation	
Park Mitigation	
Storm Mit. Fee – Land (413)	
Storm Mit. Fee – Com (415)	
Storm Mit. Fee – Res. (414)	
V.Y. Regional Storm Mit	
State Fee	\$4.50
Archive Fee	\$10.00
TOTAL:	

PERMIT SPECIALIST _____

SIGNATURE

DATE

MECHANICAL PERMIT FEE WORKSHEET

1. Show location of appliance(s) on building plans.
2. Show type of appliance on building plans.
3. Identify the following:
 - A) Size: Input BTU's
 - B) Annual Fuel Utilization Efficiency (AFUE)
 - C) Venting Detail
 - D) Clearance to Combustibles
 - E) Vent Termination
 - F) Clearance to service
 - G) Ignition source(s) in garage shall be 18" above finished floor

PERMIT FEES & WORKSHEET

TYPE OF FUEL: Electric Oil Natural Gas LPG

PLEASE SPECIFY UNDER "QUANTITY" THE NUMBER OF APPLIANCES TO BE INSTALLED AND THEIR FUEL TYPE (GAS, OIL, ELECTRIC, ETC.)

QTY	FUEL TYPE	DESCRIPTION: Fees are for the installation or relocation to each mechanical appliance or other mechanical device(s). *Repair/Alteration/Addition to any of the following, including installation of controls, shall be assessed a fee of \$14.00	UNIT COST	OFFICE USE ONLY
		Forced Air or Gravity Furnace	≤ 100,000 BTU's > 100,000 BTU's	\$21.00 \$25.00
		Floor Furnace		\$21.00
		Suspended/Wall/Floor Heater		\$21.00
		Appliance Vent(s)		\$8.00
		*Repair/Alteration/Addition to each appliance		\$14.00
		Boiler/Compressor/Absorption System	≤ 30HP or 1,000,000 BTU's	\$50.00
			≥ 30 HP or 1,000,000 BTU's	\$100.00
		Air Handling Unit	≤ 10,000 CFM	\$68.00
			≥ 10,000 CFM	\$131.00
		Evaporative Cooler		\$11.00
		Vent Fan		\$8.00
		Ventilation System		\$11.00
		Exhaust Hood		\$11.00
		Incinerator/Domestic		\$20.00
		Incinerator/Commercial or Industrial		\$81.00
		Clothes Dryer		\$11.00
		Water Heater (Gas only)		\$11.00
		Range		\$11.00
		Fireplace/Insert (manual must be on-site)		\$11.00
		Woodstove (manual must be on-site)		\$54.00
		Gas Piping System	1-4 Outlets	\$5.00
			5 or more	\$1.00
		Other:		
1		GENERAL PERMIT FEE		\$36.00
		TOTAL FEES		\$36.00

PLUMBING PERMIT FEE WORKSHEET

1. Indicate on building plans fixtures being used
2. Identify fixtures and quantity being used on this worksheet
3. Show vent size and placement
4. Show drainage system size and placement
5. Provide service shut off
6. Location of hot water tank (**electric only**)
7. Vent hot water tank relief valve to exterior of building
8. Atmospheric vacuum breakers required on all hose bibs

QUANTITY	DESCRIPTION	FEES	OFFICE USE ONLY	OFFICE USE ONLY
	Water Closet (Toilet)	\$7.00	\$	2.5
	Bathtub	\$7.00	\$	4.0
	Lavatory (Wash Basin)	\$7.00	\$	1.0
	Shower	\$7.00	\$	2.0
	Sink and/or Disposal	\$7.00	\$	1.5
	Dishwasher	\$7.00	\$	1.5
	Laundry Tub/Sink/Tray	\$7.00	\$	2.0
	Clothes Washer	\$7.00	\$	4.0
	Urinal	\$7.00	\$	4.0
	Drinking Fountain	\$7.00	\$	0.5
	Floor Sink or Floor Drain	\$7.00	\$	
	Slop Sink	\$7.00	\$	3.0
	Sewer	\$16.00	\$	
	Grease Trap	\$7.00	\$	
	Install/Repair Drain and/or Vent Piping	\$7.00	\$	
	Hose Bibs	\$7.00	\$	
	Electric Water heater (If gas, use Mechanical Permit)	\$7.00	\$	
	Waste Interceptor	\$7.00	\$	
	Water Piping and/or Water Treating Equipment	\$7.00	\$	
	Gray Water System	\$43.00	\$	
	Rain Water System, per Drain Inside Building	\$7.00	\$	
	Hot Tub	\$7.00	\$	
	Lawn Sprinkler System	\$7.00	\$	1.0 (ea. Head)
	Medical Gas Piping	1 – 5 Outlets	\$54.00	\$
		Each Additional Outlet	\$5.00	\$
	Vacuum Breakers	1 – 5 Breakers	\$5.00	\$
		Additional Breakers	\$1.00	\$
	Backflow Preventer	2" or smaller	\$7.00	\$
		Over 2"	16.00	\$
1	PERMIT FEE		\$ 36.00	
	TOTAL FEES		\$	



OWNER CONSENT FORM

*****THE CITY WILL NOT ACCEPT AN APPLICATION THAT IS NOT ACCOMPANIED BY THIS FORM*****

The legal property owner must complete this form. If you are a legal property owner authorizing an agent, contractor, and/or tenant/lessee to apply for permits and/or perform construction work on your behalf you, the owner, must also complete the "Designation of agent/Contractor/Tenant/Lessee" portion of this form.

STATEMENT OF OWNERSHIP

I/we, the undersigned property owners, under penalty of perjury, state that I/we am/are the legal owner(s) of the property described as follows:

Legal Description: _____ [attach additional sheet(s) as necessary]

Property Address: _____

Tax Assessor Parcel #: _____

DESIGNATION OF AGENT/CONTRACTOR/TENANT/LESEE

I/we hereby designate the following party to act as my/our agent with respect to this application submitted to the City of Ferndale.

Name of Designated Individual: _____

Role of Individual: *Perform Construction Submit Permit (Mark all that apply)

***If not a registered contractor, you must be able to meet exemptions per RCW 18.27.090**

LEGAL OWNER MUST READ AND SIGN

I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE INDIVIDUAL DESIGNATED ABOVE TO APPLY FOR THIS PERMIT AND/OR PERFORM THE CONSTRUCTION WORK (IDENTIFIED BY THIS APPLICATION ONLY) ON THE SUBJECT PROPERTY. IN ADDITION, MY SIGNATURE BELOW ALLOWS CITY STAFF INVOLVED IN THIS APPLICATION TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY, WHICH IS DEEMED NECESSARY BY STAFF TO PROCESS THIS APPLICATION AND PERFORM INSPECTIONS.

OWNER INFORMATION/SIGNATURE

Owner Name (print): _____

Mailing Address: _____

Telephone: _____

Does Owner intend to maintain "Ownership" for twelve months from date of "Final Occupancy":

YES *NO

***If you mark "No", you may be required to register as a General Contractor with the Washington State Department of Labor and Industries prior to submitting your building permit, per RCW 18.27.090(12).**

I HAVE READ AND UNDERSTAND RCW 18.27.090 (EXEMPTIONS) AS IT APPLIES TO THIS PERMIT

OWNER SIGNATURE

DATE



Per RCW 18.27.110

**Written Notice
to
Building Permit Applicant**



What is required by law?

In Washington, all contractors who perform work or who advertise or submit bids in this state must be registered with the Department of Labor & Industries (L&I), post a bond and carry general liability insurance coverage.

- A general contractor must maintain a \$12,000 bond. A specialty contractor, such as a painter, must maintain a \$6,000 bond. An electrical contractor must maintain a \$4,000 bond. Dissatisfied consumers may pursue restitution by taking civil action in Superior Court against a contractor's bond.
- All registered contractors must carry general liability insurance coverage in the amount of \$50,000 property damage and \$200,000 public liability or \$250,000 combined single limit. (Note: This requirement does not pertain to electrical contractors. Telecommunications contractors must carry \$170,000 in general liability insurance.)
- A contractor must have a current business license, and if the contractor has employees, he or she must have workers' compensation coverage.
- A contractor must provide a "Notice to Customer" disclosure statement to you for any residential project with a projected cost of \$1,000 or more, and any commercial project of \$1,000 to \$60,000.

Except for the licensing of electricians and certification of plumbers, there isn't a competency test to become a contractor in Washington State.

*Department of Labor and Industries Publication F625-084-000 [02-2008]

****USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLANS****

SITE PLAN – 2 COPIES (DO NOT ATTACH TO BUILDING PLANS)	
CHECK	ITEM
<input type="checkbox"/>	SITE PLAN MUST BE ON 24" X 36" SHEETS
<input type="checkbox"/>	Map scale (1" = 10', 1" = 20" or larger)
<input type="checkbox"/>	Site address, parcel number, legal description and North arrow.
<input type="checkbox"/>	Lot area, and proposed lot coverage area (all buildings, porches, decks, and other structures on the site.) Also express the lot coverage area as a percentage of the total site area (ex. 3,000 sq ft lot coverage on a 10,000 sq ft lot = 30% lot coverage).
<input type="checkbox"/>	Building Height (measured from highest point of existing grade to highest point on the structure). Height shall be in conformance to zoning ordinance or application will be rejected.
<input type="checkbox"/>	Property lines, with corners and dimensions must be shown and labeled along with any easements (utilities, access, etc.) (NOTE: Roof overhang may extend to a maximum of 24" into a required building setback; however, NOT within any easement, unless approved by the Public Works department, or located within specific Planned Unit Developments (PUDs). Please see staff if you have a question.
<input type="checkbox"/>	Adjacent streets or alleys with street names shown and labeled.
<input type="checkbox"/>	Front, rear, and side building setback dimensions from property lines, measured from the nearest point of the structure to the property line. (Note: Porches and decks must meet the minimum setbacks for the zone.)
<input type="checkbox"/>	Location, dimensions, and square footage of all existing and proposed buildings. Make a clear distinction between the existing and proposed structures. Roof overhangs (eve) lines <u>and</u> exterior building wall lines must be shown and labeled separately.
<input type="checkbox"/>	The use of each building (garage, residence, etc.) must be identified.
<input type="checkbox"/>	The height of fences, decks, retaining walls, rockeries and other similar elements must be shown and labeled. (Note: Some of these items may require a separate building permit.)
<input type="checkbox"/>	Existing utilities on the site, including water, sewer, gas, or electrical lines, and any underground storage tanks or drain fields must be identified.
<input type="checkbox"/>	Proposed water, sewer, and storm drainage locations and where they will connect to the public system in the right of way, or otherwise flow off-site.
<input type="checkbox"/>	Location, dimensions, and surfacing materials of proposed driveway must be shown and labeled. Note: Driveways must be 12' wide and paved. Driveways longer than 50' must be paved for a minimum of 50'. Paved vehicular turn-around areas must be provided for parcels taking access from an arterial street. Turn-around area must be of sufficient size and design to accommodate a full-size vehicle so that it may maneuver easily and leave the site in a forward manner.
<input type="checkbox"/>	Any other paved areas such as patios, sidewalks, steps, etc. must be shown and labeled.
<input type="checkbox"/>	Slopes (existing or proposed) greater than 15%, including the location and quantities of any fill areas.
<input type="checkbox"/>	If applicable, critical areas on the site (streams, wetlands, slopes) and their buffers. (Note: If critical Areas are determined to be on or adjacent to the site, additional information will be required in order to ensure the requirements of the City's Critical Areas Ordinance are met).
<input type="checkbox"/>	If applicable, accurate locations of Shoreline jurisdiction boundaries or Floodplain boundaries.
<input type="checkbox"/>	Any other information that the Planning & Building Department deems necessary for review of the application. (Check with staff prior to application).

BUILDING PLANS (Two (2) Sets)

PLANS MUST BE ON 24" x 36" SHEETS OF PAPER

****USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN****

COVER SHEET REQUIRED AND TO INCLUDE: CODE SUMMARY (CODE EDITION), BUILDING FEATURES, LIFE SAFETY SYSTEMS, IF APPLICABLE: OCCUPANT LOAD/EGRESS CAPACITY CALCS, GROSS FLOOR AREA IN SQ. FT., TRAVEL DISTANCE, FIRE PROTECTION SYSTEMS EXISTING/TO BE INSTALLED, AND LOCATION AND TYPE OF FIRE EXTINGUISHERS. PROJECT NARRATIVE OR DESCRIPTION, SPECIAL INSPECTOR PLAN FOR THRESHOLD BUILDINGS.

ELEVATION PLAN – 2 Copies

CHECK OFF	ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")
<input type="checkbox"/>	Elevation view of all sides of the structure (minimum 4 sides)
<input type="checkbox"/>	Show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
<input type="checkbox"/>	Show existing and proposed grades. <i>NOTE: Sites with slopes greater than 10% may also require a grading plan – check with staff for details.</i>

FOUNDATION PLAN & DETAILS (INCLUDE DECKS/PATIOS)- 2 Copies

CHECK OFF	ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")
<input type="checkbox"/>	All footing, stem wall, pier sizes, and retaining walls.
<input type="checkbox"/>	Size and placement of all reinforcement.
<input type="checkbox"/>	Depth of footings below grade.
<input type="checkbox"/>	Type and location of all anchorage hardware. Include specific type of hold downs.
<input type="checkbox"/>	Identify method and amount of crawl space ventilation.
<input type="checkbox"/>	Crawl space access location and opening size.
<input type="checkbox"/>	Deck framing and/or concrete patio (Show location on foundation & floor plan).
<input type="checkbox"/>	Provide sectional detail of foundation.

FLOOR PLANS FOR EACH LEVEL WHICH INDICATE: - 2 Copies

CHECK OFF	ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")
<input type="checkbox"/>	Label use of all rooms, room sizes, and water closet clearance & shower dimensions.
<input type="checkbox"/>	Light Fixture Plan – If applicable, show the 50% required High Efficacy Lighting.
<input type="checkbox"/>	All window and door sizes and type. Indicate all required emergency egress openings.
<input type="checkbox"/>	Indicate the locations of all required smoke and carbon monoxide detectors.
<input type="checkbox"/>	All header sizes and material. Provide design calculations for any header exceeding 6' in length.
<input type="checkbox"/>	Indicate required safety glazing at all hazardous locations in accordance with R308.4.
<input type="checkbox"/>	Location, type, and fuel source of all fuel burning appliances.
<input type="checkbox"/>	Indicate the location and type of vehicle impact protection devices (such as bollards).
<input type="checkbox"/>	Indicate the location and CFM of all required mechanical ventilation.
<input type="checkbox"/>	Show location of all decks and/or concrete patios.
<input type="checkbox"/>	All required fire separation detailed on the plan.

FLOOR FRAMING PLAN FOR EACH FLOOR – 2 Copies

CHECK OFF	ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")
<input type="checkbox"/>	Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
<input type="checkbox"/>	All beam sizes on the plan (include design calculations if more than 6').
<input type="checkbox"/>	Deck framing including ledger attachment, flashing detail, and specific hardware.
<input type="checkbox"/>	Methods of support and all connecting hardware.

ROOF PLAN - 2 Copies

CHECK	ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")
<input type="checkbox"/>	Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
<input type="checkbox"/>	Truss layout diagram and specification details for each truss (if applicable).
<input type="checkbox"/>	All beam sizes on the plan (include design calculations).
<input type="checkbox"/>	Layout of submitted roof trusses is required to match plan layout.
<input type="checkbox"/>	Complete details of over-framing support and connections.
<input type="checkbox"/>	Methods of support and all connecting hardware.
<input type="checkbox"/>	All methods of uplift restraint indicate specific hardware to be used.

BUILDING PLANS (Two (2) Sets)

PLANS MUST BE ON 24" x 36" SHEETS OF PAPER

****USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN****

BUILDING BRACING PLAN (Any approved method is allowed for each braced wall) – 2 Copies

CHECK	ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")
<input type="checkbox"/>	Methods and locations of all wall bracing: braced wall panels, alternate panel or narrow portal, continuously sheathed or engineered shear design. Include required interior braced wall lines.
<input type="checkbox"/>	All hold-down locations. Indicate the specific hardware, which is to be used.
<input type="checkbox"/>	Provide complete details, including standard exterior and interior, alternate, narrow portal, or engineered.
<input type="checkbox"/>	If the benefits of continuous sheathing provisions are to be used, provide the percentage of countable panels.

CROSS SECTION DETAILED PLANS – 2 Copies

CHECK	ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")
<input type="checkbox"/>	Typical structural cross sections showing size of footing, thickness of foundation walls, type of basement floors, size of floor joists and spacing, size and spacing of studs, ceiling joists, rafters and spacing of same, headers over large openings, insulation, and type of size of sill and anchor bolts. Stairs; show rise and run, headroom, width, handrails, guardrails and landings. Sections will show interior and exterior finish, type of roofing, joist bearing and ceiling height. Provide list of all required special inspections (Verify with Engineer of Record, if applicable, i.e., concrete, welding, etc.)

IRC ENERGY CODE COMPLIANCE FORM - 2 Copies

CHECK	ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")
	WSEC Prescriptive Worksheet Energy Code Compliance Form for Zone 1 (SFR/Duplex – International Residential Code Only)
<input type="checkbox"/>	Completed WSEC Energy Code Compliance Form, which is found on-line at: http://energy.wsu.edu/BuildingEfficiency/GenergyCodes.aspx .

NON-RESIDENTIAL ENERGY CODE COMPLIANCE

<input type="checkbox"/>	Must comply with WSEC Non-Residential Energy Code for Commercial structures including Multi-Family.
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ENGINEERING - 2 Copies

CHECK	ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")
	We are unable to accept single-sided engineering reports
<input type="checkbox"/>	2 copies (1 wet-stamped double-sided) of structural engineering, where applicable

NOTE: OTHER PLANS MAY BE REQUIRED – CHECK WITH APPLICABLE DEPARTMENTS