



City of Carnation
4621 Tolt Ave ♦ PO Box 1238
Carnation, WA 98014
(425) 333-4192

COMPLETE APPLICATION SUBMITTAL CHECKLIST

PLEASE CHECK ALL APPLICABLE SECTIONS TO VERIFY THAT ALL REQUIRED INFORMATION IS ENCLOSED, IN THE ORDER LISTED, THEN SIGN AS INDICATED. *Items marked with a ϕ symbol may be deleted if applying for secondary permits when a building permit is the primary permit on a site. All items will be verified at the time of submittal.*

BUILDING PERMIT

- 1 fully completed original application form, signed by the applicant or agent
- 1 completed and signed Submittal Checklist (this form)
- 1 completed Owner's Declaration of Agency and Hold Harmless Agreement (Signed by Owner)
- 2 copies of the legal description of the property
- 2 copies of your contractor's state registration card (L&I contractor's license)
- 1 copy each of Certificates of Water and Sewer Availability, showing proof of acceptance by the City for service. (New or added plumbing fixtures)
- 2 copies of a completed Special Inspection Agreement (if applicable per Section 1701.5)
- 2 copies of a soils stability/bearing report prepared by a licensed geotechnical engineer when the project will be located on a sloping lot or fill material, or when a basement is included.
- 2 copies of the engineer's stamped calculations for vertical and lateral loads
- 2 copies site survey of record (Required whenever site work is involved or where verification of grades, setbacks, heights or lot coverage is required)
- 3 complete sets of building plans (See enclosed for specific plan requirements)
- 2 copies of plans for review by the Fire Marshal.

MECHANICAL/PLUMBING, WSEC & VIAQ

- 1 completed Permit Application with the applicable contractor's name and license number, and signed by the owner or agent.
- 2 separate sets** of mechanical/plumbing plans prepared by a mechanical engineer if non-residential, or if a new residence over 4000 sf, (include a site plan if any equipment will be located outside the building).
- 1 set of completed WSEC compliance forms & VIAQ form (New construction, additions, and reconstruction).
- Equipment cutsheets for heating, air conditioning, VIAQ components and control devices

DEMOLITION

- A fully completed original demolition application form, signed by the owner or agent.
- ϕ 1 completed and signed Submittal Checklist (this form)
- ϕ 1 completed Owner's Declaration of Agency and Hold Harmless Agreement (Signed by Owner)
- ϕ 2 copies of the legal description of the property
- 1 completed Asbestos and Lead Certification form executed by property owner or a copy of an asbestos and lead survey report prepared by a licensed hazmat inspector.



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- 2 copies of a Notice of Intent form from PSCAA. (Required for demolitions, remodel, additions, or reconstruction.)
- 2 copies of a plan showing all structures and site features to be removed
- 2 copies of a temporary erosion and sediment control plan (TESC).
- 2 copies of your demolition contractor's state registration card (L&I contractor's license).

GRADING AND DRAINAGE

(Required for any work which increases the impervious surface by any amount, alters existing topography (25 cy), or otherwise affects a natural or already constructed drainage course or system).

- A fully completed original grading/drainage application form, signed by the owner or agent.
- ϕ 1 completed and signed Submittal Checklist (this form)
- ϕ 1 completed Owner's Declaration of Agency and Hold Harmless Agreement (Signed by Owner)
- ϕ 2 copies of the legal description of the property
- ϕ 2 copies of your excavation contractor's state registration card (L&I contractor's license)
- ϕ 1 copy of a completed and signed ESA checklist.
- 2 copies of a current site survey, stamped and signed by a licensed surveyor or engineer.
- 2 copies of storm retention/infiltration calculations for on-site storm-water detention systems, prepared by a civil engineer.
- 3 copies** of the site plan, grading and drainage plans, TESC plans, storm-water management plans with detention calculations, notes and details, if required, all stamped and signed by a civil engineer.

GENERAL NOTES:

Items marked with a ϕ symbol may be omitted if applying for secondary permits with a building permit as the primary permit on a site.

THE BUILDING PERMIT APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED IF THE ABOVE REQUIRED DOCUMENTS AND THIS CHECKLIST ARE NOT SUBMITTED AT THE TIME OF APPLICATION. ADDITIONAL INFORMATION MAY BE REQUIRED IN ANY OF THESE CATAGORIES IF NEEDED TO CLARIFY THE SCOPE OR INTENT OF THE PROJECT.

IT IS THE RESPONSIBILITY OF THE PERMIT APPLICANT TO REVIEW AND COMPLY WITH ALL APPLICABLE REGULATIONS IN FORCE AT THE TIME OF PERMIT APPLICATION. SUBMITTAL OF INCOMPLETE, DEFICIENT, INACCURATE OR INCORRECT INFORMATION WILL RESULT IN DELAYS IN PROCESSING. ALL DOCUMENTS PREPARED BY A PROFESSIONAL LICENSED IN WASHINGTON STATE MUST BE STAMPED AND SIGNED PRIOR TO SUBMITTAL.

Signature of Owner or Agent _____ Date _____

STAFF DETERMINATION

Application:

- _____ Is complete and may be submitted for processing. Date _____
- _____ May be submitted once missing items are provided. Date _____
- _____ Is not complete. Additional submittal review is required Date _____