



A DESCRIPTION OF DOCUMENTS & DRAWINGS REQUIRED FOR PERMIT REVIEW

AN APPLICATION FORM is a form provided by the City which allows you to provide your ownership information, the contractor information, and the project information in a compact, organized manner.

THE SUBMITTAL CHECKLIST is included in the application packet as an aid to help you verify that you have prepared all the required information.

THE OWNER'S DECLARATION OF AGENCY AND HOLD HARMLESS FORM is a statement by the owner, indicating who will be the primary contact for the owner, and declaring that the City will not be responsible for errors in the application process. This form must be signed by the owner of the property.

PROOF OF OWNERSHIP is required to protect the owner's privacy and to ensure that only the owner can authorize or undertake work on a particular property. The most common form is a recorded deed.

DOCUMENTATION OF A SUBSTANDARD LOT AS A LEGAL LOT. A substandard lot is one with less than the minimum lot area as defined in the Zoning Code. The City is looking for evidence that the lot has not been divided or reduced in size since the City was established. A chain of title for the subject lot and the adjacent lots will establish this, or in some cases, a Declaration of Innocent Purchaser is acceptable.

If a **VARIANCE** or a **SPECIAL USE APPROVAL** has been granted by the Planning Director, the Planning Commission, or the Hearing Examiner, please provide a copy of the decision.

THE PLOT PLAN is a composite of the information from the site survey and a representation of the location of the new work. At a minimum, the plot plan must include:

- A. A legend describing the project, along with a north arrow, the scale of the drawing, and the date the drawing was prepared.
- B. A scale of 1"= 10'. (1"= 20' may be used on larger projects.)
- C. Topographic contours taken from the survey of record.
- D. Identify and dimension all property lines, streets, private roads, and easements.
- E. Identify and dimension all building setbacks.
- F. Identify and dimension all existing and proposed buildings. Show the distance of each building to each property line.

- G. Identify the edge of any roof, deck, porch, cantilevered floor area, fireplace projection, bay window, and similar projections.
- H. Identify and locate all walkways, driveways, rockeries, retaining walls, pool, spa, fences, sport court, trellis, arbor, and other site features.
- I. Identify the size and species of all trees shown on the survey of record, indicating which will be removed.
- J. Identify all existing and proposed drainage features such as streams, shoreline, ditches, culverts, catch basins, and springs.
- K. Identify the location of all existing and proposed water mains, valves, water meter, sewer line, fire hydrants, and gas lines.
- L. Provide the gross area of the lot, the net area if an easement for a road crosses the lot, the area of all structures, and the area of all impervious surfaces. Show your calculations of the percent of structural site coverage and the percent of impervious site coverage per the CMC.
- M. Show the approximate location and dimension of the nearest wall of buildings on adjacent lots.

A SITE SURVEY OF RECORD is a drawing of the topography, physical dimensions, and existing development on a property. It is done by a licensed surveyor, using precise measuring instruments and scientific measuring techniques. Generally 3 copies of all plans is required, and one digital copy of any plans over 11x17" must be included.

A DRAINAGE AND DETENTION PLAN is used to demonstrate how water runoff from the impervious surfaces will be collected, routed, and disposed of in a detention/infiltration system located on site. The City does not have a storm drainage system. Each property owner is required to collect and control the drainage runoff before it leaves the site. Water infiltration calculations are also required to aid in the determination of the size of the infiltration system.

The **CONTRACTOR'S LICENSE** is the license issued by the Washington State Department of Labor & Industries, identifying the contractor by name and the type of work he/she is licensed to perform.

CERTIFICATES OF WATER & SEWER AVAILABILITY are forms provided by the water and sewer providers which indicate that their system has adequate capacity to serve your project. These certificates are required by state law for all new buildings, or when new plumbing fixtures will be added to an existing building.

A NOTICE OF INTENT is a form obtained from the Puget Sound Clean Air Agency after a determination is made regarding the presence of asbestos or lead in an existing building. This form is required for any demolition work and must be obtained prior to applying for a demolition permit.

COMPLETE CONSTRUCTION DRAWINGS include both architectural and structural drawings necessary to guide a contractor in the construction of a building. Drawings that are less than complete, or are for bidding purposes are not acceptable for this purpose. Generally 3 copies of all plans is required, and one digital copy of any plans over 11x17" must be included.

STRUCTURAL CALCULATIONS are calculations prepared by a licensed structural engineer which are a mathematical demonstration of the strength of the structure in resisting natural forces acting on the building in a vertical and/or lateral plane to the building. They are required for most new buildings.

A SPECIAL INSPECTION AGREEMENT is a document which describes inspections that may be required during construction to demonstrate the strength of certain materials or methods of connecting materials. Such inspections are performed by an individual approved by the Building Official to act on his or her behalf in order to expedite the inspection process.

COMPLETE MECHANICAL PLANS are required to be prepared for all new buildings. They must be prepared and stamped by a licensed mechanical engineer if the building is a non-residential building or if the building exceeds 20,000 cubic feet of conditioned space. Mechanical plans should include the HVAC equipment sizing, duct layout and sizing information, air volume, equipment controls, and the heating/cooling capacity. Generally 3 copies of all plans is required, and one digital copy of any plans over 11x17" must be included.

Washington State has a mandated energy code, and the **WASHINGTON STATE ENERGY CODE COMPLIANCE** worksheets are required to demonstrate how a building will be designed to reduce the loss of heat and to provide adequate ventilation for the occupants.

Mechanical and ventilation **EQUIPMENT CUTSHEETS** are documents provided by the equipment supplier which describe the proposed equipment and provide performance specifications which are used to demonstrate compliance with the energy and ventilation codes.

A WINDOW SCHEDULE is required for all new construction and when windows are replaced in

existing buildings. The schedule is prepared by the window supplier, based on the size, type, and **NFRC TESTED** heat transmittance values. The schedule should demonstrate compliance with the Washington State Energy Code.

Where grading or cut & fill activities are required to prepare the site for any new construction, or to revise the slope and contours of the site, a separate **GRADING PERMIT** is required as a part of the application.

When work is required in the City's right-of-way to bring utilities to the site, or to improve the access to the site, a separate permit is required before work is allowed in the right-of-way.

A GEOTECHNICAL REPORT is a summary of findings and recommendations prepared by a licensed geologist or soils engineer which is used to assist in determining the lateral and vertical stability of the soils on a site. A geotechnical report is required for all new construction and/or grading projects on steeply sloping lots, lots containing large excavations, and lots where non-residential buildings or structures will be constructed for use by the public.

A TEMPORARY EROSION AND SEDIMENTATION CONTROL PLAN, (TESC), is a document which includes text, drawings, and calculations prepared to provide guidelines for the contractor in controlling surface water runoff and soil erosion or sediment transport from the site. The plan is prepared by a licensed civil engineer, and must bear the stamp of the principle in charge of the plan. Generally 3 copies of all plans is required, and one digital copy of any plans over 11x17" must be included.