

Commercial Construction Building Permit Application



Community Development



Application Check List

Note: Applicant must complete all of the areas of pages 2-4 and sign on page 6 not in grey fill. The checklist must be completed before your application will be accepted by the City of Shelton. Bring this application along with all required documentation to the City of Shelton Building Department office. This is not a permit, and failure to submit all necessary information will cause a delay and/or rejection of your submittal. You will be contacted when the permit is ready for issuance or when additional information is needed.

Office Staff	Requirement	Applicants Initials
	Have you had a Pre-submission Conference	
	All parts of General Information Section Complete	
	Three (3) complete sets of plans 22"x34" plan set and a PDF on a USB stick. Including all items listed a – g below:	
	a. Site Plan	
	b. Architectural Plans (detailed scaled and dimensioned, including elevation, sections/cross sections, floor plans, means of egress components, exterior wall envelope, exterior photo metric plan)	
	c. Mechanical and Plumbing (write deferred if submitting at a later date)	
	d. Civil Plans (including public and private improvements)	
	e. Landscaping	
	g. Signage (write deferred if submitting at a later date)	
	One (1) copy of a soils report, one (1) copy of an erosion control plan (TESC) on a 22"x34" sheets and a PDF on a USB stick	
	Two (2) sets of structural calculations and pdf version	
	Two (2) sets of NREC and Ventilation Code specifications and calculations and pdf version	
	Two (2) sets of fire alarm and sprinkler specifications, if applicable. And pdf version (write deferred if submitting at a later date)	
	Right of Way Permit Application. All public street, sidewalk, driveway, storm, water, sewer work in the public right of way or public easement will require a right of way permit.	
	A Utility Application for service (water/sewer) must be completed and application fee paid	



Permit # _____

General Information

Site Address: _____ Parcel Number: _____

Legal Description: _____

Owner(s):

E-Mail: _____ Phone: _____

Address:

City: _____ State: _____ Zip Code: _____

Contractor: _____

E-Mail: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contractor Registration Number: _____ Exp. Date: _____

City of Shelton Business License Number: _____ Exp. Date: _____

Contact(if other than above): _____

E-Mail: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____



Permit Fee Schedule

MECHANICAL PERMIT

No.	Permit Fees	Cost	Office Staff Fee
	Forced Air/Gravity System-100K	\$16.00	
	Forced Air/Gravity System-100K+	\$20.00	
	Floor/Wall/Unit Heaters	\$16.00	
	Appliance Vent	\$8.00	
	Heating/Refrig./Evaporation Unit	\$12.00	
	Boiler/Compressor to 3 HP	\$15.00	
	Over 3 HP/See Fee Schedule		
	Air Handling Unit-CFM to 10K	\$12.00	
	Air Handling Unit-CFM 10K+	\$20.00	
	Evaporative Coolers-not portable	\$12.00	
	Ventilation Fan to Single Duct	\$8.00	
	Hood & Exhaust Ducts Residential	\$12.00	
	Clothes Dryer	\$12.00	
	Solid or Gas Fireplace Systems	\$140.00	
	Repairs or Additions	\$15.00	
	Miscellaneous	\$12.00	
	Domestic-type Incinerator	\$20.00	
	Commercial-type-Incinerator	\$16.00	
	Basic Permit Fee		\$25.00
	Basic Permit Fee Total		
	25% Commercial Plan Review Fee		
	Total Permit Fees:		

PLUMBING PERMIT

No.	Permit Fees	Cost	Office Staff Fee
	Water Closet (toilet)	\$8.00	
	Bathtub	\$8.00	
	Lavatory (wash basin)	\$8.00	
	Shower	\$8.00	
	Kitchen Sink & Dispenser	\$8.00	
	Dishwasher	\$8.00	
	Laundry Tray	\$8.00	
	Clothes Washer	\$8.00	
	Urinal	\$8.00	
	Drinking Fountain	\$8.00	
	Floor-Sink or Drain	\$8.00	
	Sinks	\$8.00	
	Sewer	\$16.00	
	Water Heater	\$8.00	
	Waste Interceptor/Grease Trap	\$8.00	
	Vacuum Breakers, 1 to 5	\$5.00	
	Vacuum Breakers Over 5, Ea.	\$2.00	
	Backflow/Backwater	\$8.00	
	Miscellaneous	\$8.00	
	Basic Permit Fee		\$25.00
	Basic Permit Fee Total		
	65% Commercial Plan Review Fee:		
	Total Permit Fee:		



Permit Fee Schedule

Sq. Ft.	Cost per sq. ft.	Valuation
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Office staff	
State Fee:	\$
Building Permit Fee:	\$
Plan Review Fee:	\$
Mechanical Permit Fee:	\$
Mechanical Review Fee:	\$
Plumbing Permit Fee:	\$
Plumbing Review Fee:	\$
Fire Review Fee:	\$
Violation Fee:	\$
Civil Review Fee	
Civil Permit Fee	
Other:	\$
Total Fees:	\$

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

<u>Owner's Affidavit</u>	<u>Contractor's Affidavit</u>
I certify that I am exempt from the requirements of the contractor's registration law RCW 18.27, and I am aware of the City of Shelton's ordinance requirements for which this permit is issued and that all work done will be in conformance therewith. No changes shall be made without obtaining approval from the Building Department.	I certify that I am a currently registered contractor in the State of Washington and I am aware of the ordinance requirements regulating the work for which the permit is issued and all work done in conformance therewith. No changes may be made without first obtaining approval from the Building Department.
Signature of Owner Date	Signature of Contractor Date



- It is recommended that you contact Mason County P.U.D. #3's Service Engineering Department to learn of the requirements pertaining to electrical service extension policies.
- The Building, Engineering, Fire, Planning and Public Works departments review civil plans, including landscape and site plans. The building plans are reviewed simultaneously by the Building Department. After plans are approved, the permits are then prepared for issuance.
- Once the building permit is issued, a pre-construction meeting may be scheduled with City staff and the contractor, owner, developer, and/or architect. This meeting helps avoid any problems with traffic control, drainage, keeping streets clean, scheduled utility connections and inspections.
- **It is a violation of City ordinance to occupy a building without a Certificate of Occupancy.**

NOTICE

- **Per Section 5.04.030 of the Shelton Municipal Code all contractors and sub-contractors, who conduct business within the City limits, are required to have a City of Shelton Business License.**

Public Works Utilities and Storm Water Requirements

A Utility Application is required in order for the site to receive City water and sewer service. The application is submitted when building/plumbing permits are completed and submitted, please ask staff. The applicant will complete and sign the Utility Application form and submit it along with the application fees. Incomplete applications will not be accepted and will be returned to the applicant.

Water and Sewer Service

The applicant installs the water service from the mainline to the meter and the sewer lateral from the mainline to the right-of-way, per the current City Design and Construction Standards Manual. The applicant is responsible to hire a **licensed and bonded** contractor to make the water and/or sewer taps under the City's inspection. Please check with L&I as to the current license status of your contractor. The applicant shall submit water service/meter and sewer lateral sizing calculations per the current City adopted version of the Uniform Plumbing Code. If you have questions regarding construction requirements, type of pipe, size of pipe, or number of connections required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Constructions Standards. Also



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note that this work will require a **Right of Way permit application** and underground utility locates. Call the Utility Underground Location Center two days before you dig, 1-800-424-5555, www.callbeforeyoudig.com.

Stormwater

All construction will be required to submit an abbreviated drainage plan, which includes a Small Parcel Erosion & Sediment Control Plan (TESC). This information should be included on the site plan drawing submitted. Please consult with staff, Shelton Municipal Code, the Public Works Design and Constructions Standards.

Shelton's Phase II Western Washington Stormwater Permit requires that the City provide the following information to the applicant. It is incumbent upon the applicant to read and submit the Notice of Intent (NOI) to Washington State Department of Ecology if applicable to the project.

Water quality general permit information can be found here:

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit/eCoverage-packet>