

COMMERCIAL IMPROVEMENTS BUILDING PERMIT APPLICATION



*“Building A Stronger Community
TOGETHER”*



COMMUNITY & ECONOMIC DEVELOPMENT



CITY OF SHELTON
BUILDING PERMIT APPLICATION
525 WEST COTA STREET, SHELTON, WA 98584
OFFICE (360) 426-9731 FAX(360) 426-7746
WEBSITE - WWW.CI.SHELTON.WA.US

RESIDENTIAL COMMERCIAL MANUFACTURED HOME

SITE INFORMATION / CODE CYCLE 20 I-CODES

SITE ADDRESS: _____
PARCEL No.: _____
LEGAL DESCRIPTION: _____
FLOOD ZONE: Y N HISTORIC DISTRICT: Y N

OWNER INFORMATION

OWNER: _____
PHN #(HM): _____ (CELL/WK): _____
OWNER ADDRESS: _____ CITY _____ ST. _____ ZIP _____
E-MAIL ADDRESS: _____

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____
CONTACT PHN #: _____
ADDRESS: _____ CITY _____ ST. _____ ZIP _____
E-MAIL ADDRESS: _____
CONTRACTOR REG# _____ EXP. DATE _____ CITY BUSINESS LICENSE: _____

ARCHITECT/DESIGNER: _____ CONTACT PHN #: _____
MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____
E-MAIL ADDRESS: _____ LICENSE # _____
ENGINEER: _____ CONTACT PHN# _____
MAILING ADDRESS: _____ CITY: _____ STATE _____ ZIP: _____
E-MAIL ADDRESS: _____ LICENSE # _____

PROJECT INFORMATION

TYPE OF WORK:
 NEW ADDITION ALTERATION REPAIR MOVE OTHER

DESCRIBE PROJECT: _____

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.

X. SIGNATURE: _____ DATE: _____

RECEIVED BY: _____ DATE: _____ PERMIT # _____

OWNER'S AFFIDAVIT 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.		CONTRACTOR'S AFFIDAVIT 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

BUILDING PERMIT FEES		
SQ. FT. X	COST PER SQ. FT. =	VALUATION

MECHANICAL PERMIT			
No.	PERMIT FEES	COST	FEE
	FORCED AIR/GRAVITY SYSTEM-100K	\$16.28	
	FORCED AIR/GRAVITY SYSTEM-100K+ 100K+ BTU/H	\$20.00	
	FLOOR/WALL/UNIT HEATERS	\$16.28	
	APPLIANCE VENT	\$8.00	
	HEATING/REFRIG. /EVAPORATION UNIT COOLING/EVAPORATION UNIT	\$11.70	
	BOILER/COMPRESSOR TO 3 HP	\$15.00	
	OVER 3 HP REFER TO EXHIBIT B		
	AIR HANDLING UNIT-CFM TO 10K	\$11.70	
	AIR HANDLING UNIT-CFM 10K+	\$19.90	
	EVAPORATIVE COOLERS-NOT PORTABLE (OTHER THAN PORTABLE)	\$11.70	
	VENTILATION FAN TO SINGLE DUCT	\$8.00	
	HOOD & EXHAUST DUCTS RESIDENTIAL	\$11.70	
	CLOTHES DRYER	\$11.70	
	SOLID OR GAS FIREPLACE SYSTEMS	\$58.00	
	REPAIRS OR ADDITIONS	\$15.00	
	GAS SYSTEMS 1 TO 5 OUTLETS	\$5.50	
	GAS SYSTEMS OVER 5 OUTLETS EA.	\$1.10	
	MISCELLANEOUS	\$11.70	
	BASIC PERMIT FEE:		\$25.85
	TOTAL:		
	25% COMMERCIAL PLAN REVIEW FEE:		
	TOTAL PERMIT FEES:		

PLUMBING PERMIT			
No.	PERMIT FEES	COST	FEE
	WATER CLOSET (TOILET)	\$7.70	
	BATHTUB	\$7.70	
	LAVATORY (WASH BASIN)	\$7.70	
	SHOWER	\$7.70	
	KITCHEN SINK & DISPENSER	\$7.70	
	DISHWASHER	\$7.70	
	LAUNDRY TRAY	\$7.70	
	CLOTHES WASHER	\$7.70	
	URINAL	\$7.70	
	DRINKING FOUNTAIN	\$7.70	
	FLOOR-SINK OR DRAIN	\$7.70	
	SINKS	\$7.70	
	SEWER	\$16.50	
	WATER HEATER	\$7.70	
	WASTE INTERCEPTOR/GREASE TRAP	\$7.70	
	WATER PIPING	\$7.70	
	LAWN SPRINKLER SYSTEM	\$7.70	
	VACUUM BREAKERS, 1 TO 5	\$5.50	
	VACUUM BREAKERS OVER 5, EA.	\$1.10	
	BACKFLOW/BACKWATER	\$7.70	
	MISCELLANEOUS	\$7.70	
	BASIC PERMIT FEE:		\$22.00
	TOTAL:		
	65% COMMERCIAL PLAN REVIEW FEE:		
	TOTAL PERMIT FEE:		

CROSS CONNECTION ASSEMBLY: <input type="checkbox"/> YES <input type="checkbox"/> NO	STATE SURCHARGE FEE	\$ 4.50
USE OF BUILDING:	BUILDING PERMIT FEE	\$
FLOOD ZONE:	PLAN REVIEW FEE	\$
TYPE OF CONSTRUCTION:	DEMOLITION FEE	\$
OCCUPANCY: <input type="checkbox"/> SEPARATED <input type="checkbox"/> NON-SEPARATED	MECHANICAL PERMIT FEE	\$
NO. OF STORIES:	MECHANICAL REVIEW FEE	\$
USE ZONE:	PLUMBING PERMIT FEE	\$
NUMBER OF DWELLING UNITS:	PLUMBING REVIEW FEE	\$
CHANGE OF USE FROM: / TO:	FIRE PLAN REVIEW FEE	\$
OCCUPANCY GROUP:	SPRINKLER REVIEW FEE	\$
SIZE OF BUILDING (TOTAL SQ. FT.):	VIOLATION FEE	\$
EXIT DESIGN LOAD: # OF REQUIRED EXITS:	INVESTIGATION FEE	\$
FIRE SPRINKLERS REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	GENERAL FACILITY CHARGE-SEWER	\$
GROUP A MAX OCCUPANT LOAD:	GENERAL FACILITY CHARGE-WATER	\$
PLANS REVIEWED BY: DATE:	OTHER	\$
PERMIT ISSUED BY DATE:	TOTAL FEES	\$

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PERMIT # _____

**CITY OF SHELTON
TENANT IMPROVEMENTS/CHANGE OF USE/ SUPPLEMENTAL APPLICATION**

PROPERTY INFORMATION/CODE CYCLE 20 I-CODES					
BUILDING SITE ADDRESS:					
PARCEL NUMBER:					
FLOOD ZONE: <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORIC DISTRICT: <input type="checkbox"/> YES <input type="checkbox"/> NO			
NAME OF APPLICANT:					
CONTACT PHONE HM:			CELL:		
EMAIL ADDRESS:					
PREVIOUS USE OF BLDG:		PROPOSED USE:		CHANGE OF USE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
STRUCTURE DETAILS					
AGE OF STRUCTURE:		IS STRUCTURE CURRENTLY OCCUPIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NOT OCCUPIED, HOW LONG HAS IT BEEN VACANT? Yrs. Mos.	
SQUARE FOOTAGE:	BASEMENT:	FIRST:	MEZZANINE:	SECOND:	THIRD:
TYPE OF HEAT: <input type="checkbox"/> FURNACE <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> ELECTRIC BASEBOARD OR WALL MOUNT <input type="checkbox"/> RADIANT					
WILL THERE BE ANY CHANGES TO THE FOLLOWING?					
FLOOR LAYOUT: <input type="checkbox"/> YES <input type="checkbox"/> NO		LIGHTING: <input type="checkbox"/> YES <input type="checkbox"/> NO		HEATING: <input type="checkbox"/> YES <input type="checkbox"/> NO	
EXTERIOR FINISHES: <input type="checkbox"/> YES <input type="checkbox"/> NO		INTERIOR FINISHES: <input type="checkbox"/> YES <input type="checkbox"/> NO		PARKING: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CARPET: <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY CONSTRUCTION: <input type="checkbox"/> YES <input type="checkbox"/> NO		NEW SIGNAGE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
NUMBER OF RESTROOMS PROVIDED:			NUMBER OF FIXTURES IN EACH:		
IS THE STRUCTURE HANDICAP ACCESSIBLE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE STRUCTURE EQUIPPED WITH A FIRE SPRINKLER SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO					
FIRE ALARM SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO					
MONITORING STATION NAME:			PHONE NUMBER:		

BUILDING PERMIT FEE:\$ _____

BUILDING PLAN REVIEW FEE: \$ _____

FIRE REVIEW FEE:\$ _____

TOTAL PERMIT:\$ _____ X. Signature: _____

APPLICANT SHALL SUBMIT UPTO FIVE (5) COPIES OF BUILDING PLANS SHOWING:

***ALL PLANS SHALL BE DRAWN USING A RECOGNIZED SCALE* 1/4" MINIMUM**

- FLOOR PLAN OF EACH FLOOR BEING REMODELED (INCLUDE AN EXISTING FLOOR PLAN SHOWING ALL DOORS, WINDOWS, MECHANICAL AND PLUMBING). INDICATE PROPOSED USE FOR ALL ROOMS.
- LOCATION OF ALL WALLS AND PARTITIONS AND SIZES OF DOORS.
- ANY PLUMBING, MECHANICAL AND /OR ELECTRICAL WORK TO BE DONE.
- BUILDING ELEVATIONS (ALL SIDES), IF APPLICABLE.
- DIRECTION, SIZE AND SPACING OF ALL FLOORS AND CEILINGS.

APPLICANT SHALL SUBMIT FIVE (5) COPIES OF AN OVERALL PLOT PLAN SHOWING:

ALL PLANS SHALL BE DRAWN USING A RECOGNIZED SCALE

- LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES SHOWING DIMENSIONS OF BUILDING, LOT AND SETBACKS OF THE BUILDING TO PROPERTY LINES.
- FINISHED FLOOR PLAN OF THE EXISTING RESIDENCE (INCLUDING THE ADDITION, IF POSSIBLE).
- FRONT, SIDE AND REAR SETBACKS OF THE BUILDING WITH ADDITION MEASURED FROM THE PROPERTY LINES.
- LOCATION AND DIMENSIONS OF IMPERVIOUS SURFACES SUCH AS DRIVEWAYS, PATIOS AND SIDEWALKS.
- LOCATION OF SEWER AND WATER SERVICES.
- AREA OF PROPERTY THAT WILL BE CLEARED AND NOTATION OF TREES OVER 6" IN DIAMETER. IF THE PROPERTY IS VOID OF TREES, SO STATE.

THE APPLICANT MAY BE REQUIRED TO SUBMIT THE FOLLOWING BASED UPON THE TYPE OF CONSTRUCTION. PLEASE CHECK WITH CITY STAFF FOR REQUIREMENTS.

- FILL AND GRADE PERMIT. ANY FILLING AND/OR GRADING MAY REQUIRE A PERMIT.
- RIGHT OF WAY PERMIT. UTILITY WORK IN THE RIGHT OF WAY, A NEW DRIVEWAY APPROACH, SIDEWALKS, ETC. WOULD REQUIRE A RIGHT OF WAY PERMIT.
- UTILITY APPLICATION. IF A NEW UTILITY CONNECTION IS PROPOSED, AN APPLICATION FOR SERVICE MUST BE COMPLETED AND ALL PERTINENT FEES PAID.

STEP 3: CONSTRUCTION AND PERIODIC INSPECTION

AFTER STEP 2 HAS BEEN COMPLETED, AND THE BUILDING PERMIT HAS BEEN ISSUED, CONSTRUCTION CAN BEGIN. DURING CONSTRUCTION, THE BUILDING DEPARTMENT WILL CONDUCT VARIOUS INSPECTIONS. CONTACT THE BUILDING DEPARTMENT AT 426-9731, TO REQUEST INSPECTIONS OR IF YOU HAVE ANY QUESTIONS.

STEP 4: FINAL INSPECTIONS

ONCE THE CONSTRUCTION IS COMPLETED, THE DEVELOPER OR CONTRACTOR MUST CONTACT THE BUILDING DEPARTMENT AT (360) 426-9731 FOR FINAL INSPECTIONS (24 HOUR NOTICE IS REQUIRED).

NOTICE

PER SECTION 5.04.040 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.

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PUBLIC WORKS UTILITIES AND STORM WATER REQUIREMENTS

A UTILITY APPLICATION IS REQUIRED IN ORDER FOR THE RESIDENT TO RECEIVE CITY WATER AND SEWER SERVICE. THESE ARE AVAILABLE WHEN BUILDING/PLUMBING PERMITS ARE COMPLETED AND SUBMITTED, PLEASE ASK STAFF.

THE APPLICANT WILL COMPLETED 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 SERVICE

CITY UTILITY STAFF WILL COMPLETE AN ESTIMATE FOR CONNECTION. THE USUAL WATER METER CONNECTION SIZE FOR EACH SINGLE-FAMILY DWELLING UNIT IS $\frac{3}{4}$ INCH. IF YOU HAVE QUESTIONS REGARDING SIZE OR NUMBER OF METERS REQUIRED, PLEASE CONSULT WITH STAFF, SHELTON MUNICIPAL CODE, AND THE PUBLIC WORKS DESIGN AND CONSTRUCTIONS STANDARDS.

TYPICALLY THE ESTIMATE IS RETURNED TO THE PERMIT TECHNICIAN AND RETURNED FOR PAYMENT WITH THE BUILDING/PLUMBING PERMITS. ONCE THE ESTIMATE IS PAID, CITY STAFF WILL TAP THE MAIN AND INSTALL A WATER METER AT THE PROPERTY LINE. AFTER ALL WORK HAS BEEN COMPLETED, THE ACTUAL COSTS WILL BE CALCULATED AND YOU WILL BE BILLED FOR ANY ADDITIONAL COSTS. THE APPLICANT INSTALLS THE WATER LINE FROM THE METER TO THE STRUCTURE.

SEWER SERVICE

UNLESS THE CITY INDICATES OTHERWISE IN THE ESTIMATE, THE PROPERTY OWNER IS RESPONSIBLE TO HIRE A LICENSED AND BONDED CONTRACTOR TO MAKE THE TAP UNDER THE CITY'S INSPECTION. PLEASE CHECK WITH L&I AS TO THE CURRENT LICENSE STATUS OF YOUR CONTRACTOR.

THE USUAL SEWER CONNECTION SIZE FOR EACH SINGLE-FAMILY DWELLING UNIT IS 4 INCHES. 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 NOTE THAT THIS WORK WILL REQUIRE A RIGHT OF WAY PERMIT.

CONSTRUCTION AND INSPECTION

FOR CONSTRUCTION REQUIREMENTS, PLEASE CONSULT WITH CITY STAFF, SHELTON MUNICIPAL CODE, AND THE CURRENTLY ADOPTED PUBLIC WORKS DESIGN AND CONSTRUCTIONS STANDARDS.

CALL TWO WORKING DAYS BEFORE YOU DIG

1-800-424-5555

WWW.CALLBEFOREYOU DIG.COM

UTILITIES UNDERGROUND LOCATION CENTER

ONCE THE CONSTRUCTION IS COMPLETED, THE DEVELOPER OR CONTRACTOR MUST CONTACT THE CITY OF SHELTON AT (360) 426-9731 FOR FINAL INSPECTIONS (48 HOUR NOTICE IS REQUIRED). PLEASE NOTE THAT DUE TO STAFF AVAILABILITY DAYS OF INSPECTION MAY BE LIMITED, YOUR UNDERSTANDING APPRECIATED.

STORM WATER MANAGEMENT

ALL CONSTRUCTION WILL BE REQUIRED TO SUBMIT AN ABBREVIATED DRAINAGE PLAN, WHICH INCLUDES A SMALL PARCEL EROSION & SEDIMENT CONTROL PLAN. 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 (TESC).