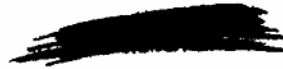


Commercial Improvements Building Permit Application



*“Building A Stronger Community
TOGETHER”*



Community & Economic Development

Permit # _____

Received By: _____ Date: _____



"Building A Stronger Community TOGETHER"

**CITY OF SHELTON
BUILDING PERMIT APPLICATION**

525 West Cota Street, Shelton, WA 98584
(360) 426-9731 (360) 426-7746

Residential

Commercial

Manufactured Home

SITE INFORMATION

Site Address _____

Parcel No. _____ Legal Description _____

OWNER INFORMATION

Owner _____ Phone # _____

Owner Address _____ City _____ St. ___ Zip _____

CONTRACTOR INFORMATION

Contractor Name _____ Phone # _____

Address _____ City _____ St. ___ Zip _____

Contractor Reg# _____ Exp. Date _____ City Business License _____

Architect/Designer: _____ Phn: _____ Engineer: _____ Phn: _____

Mailing Address: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

License # _____ License # _____

PROJECT INFORMATION

Type of Work:

New Addition Alteration Repair Move Remove

Describe Project: _____

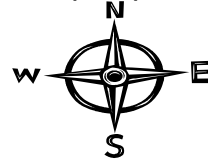
This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to 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.

PLOT PLAN

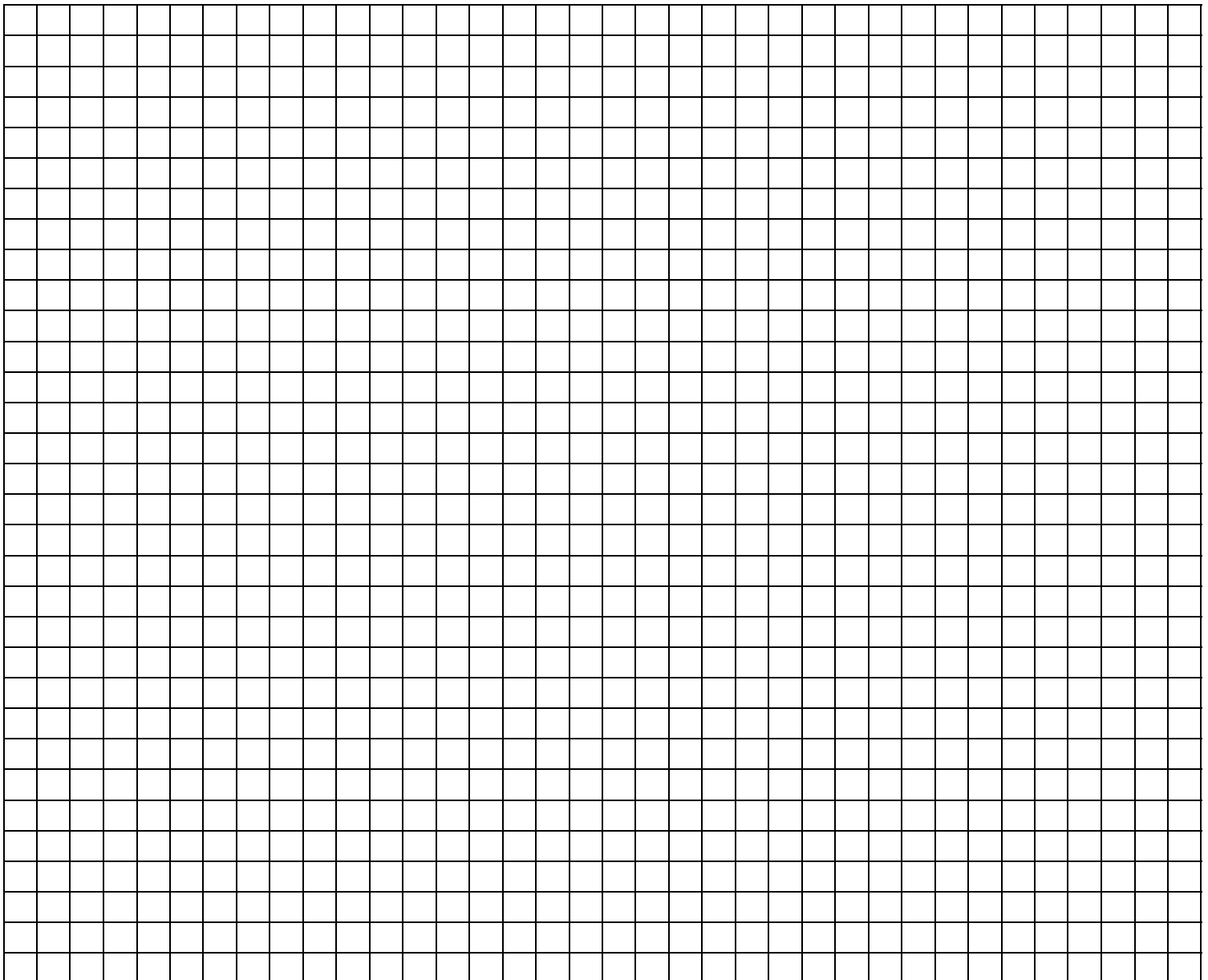
ADDRESS:

LEGAL DESCRIPTION:

This form need not be used if plot plans drawn to scale of not less than 1"=20' are filed on a separate sheet with the permit application. (Each building site must have a separate plot plan.)



Graph squares are 5'x 5' or 1"=20'



**CITY OF SHELTON
TENANT IMPROVEMENTS
SUPPLEMENTAL APPLICATION**

PROPERTY INFORMATION		
Building Site Address:		
Legal Description:		
Name of Applicant:		
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	
Number of Restrooms Provided:			Number of Fixtures in Each:		
Is the Structure Handicap Assessable? <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:		

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

ALL PLANS SHALL BE DRAWN USING A RECOGNIZED SCALE

- 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.

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 ¾ 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.callbeforeyoudig.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).

Revised October 14, 2008