

# New Commercial Construction Building Permit Application



*"Building A Stronger Community  
TOGETHER"*



## Community & Economic Development

# COMMERCIAL BUILDING PERMIT

## PROCEDURE FOR COMMERCIAL BUILDING PERMIT

### SITE PLAN REVIEW

#### STEP 1: PRE-APPLICATION CONFERENCE

Before applying for a Commercial Building Permit, the applicant shall apply for Site Plan Review. Site Plan Review is generally required prior to issuance of a Building Permit for any development other than one single family or duplex, but may be required for these as well, if site conditions warrant. Contact the Development Coordinator for a Site Plan Review application.

Prior to submitting final plans for site plan review, the applicant may wish to schedule a Pre-application Conference with City staff to review the proposed action, to become familiar with City policies, plans and development requirements, and to coordinate all necessary permits and procedures. Meetings are typically held on Thursdays and can be scheduled by contacting the Development Coordinator. The applicant should submit six (6) copies of their preliminary site plan one (1) week prior to the pre-application conference.

Some projects may require other planning or zoning actions. For example, a project may require a zoning variance or Conditional Use Permit. The Planning Department will notify the applicant of any such requirements during the pre-application phase and assist the applicant with the coordination of these procedures.

#### STEP 2: APPLICATION

Along with the completed Site Plan Review application the applicant must submit the following to the Department of Community & Economic Development:

- Six (6) reduced plans
- Completed SEPA Checklist may also be required. Contact the Community & Economic Development Department for requirements.
- Fees must be paid at the time the application is submitted.

A Site Plan Review meeting will be scheduled approximately two (2) weeks after receipt of a complete application. A letter detailing all site requirements will be sent in approximately two (2) weeks after the meeting is held.

#### STEP 3: APPEAL

If the applicant wishes to appeal any of the conditions of the Site Plan Review, a written appeal must be submitted to the City Administrator for consideration within 20 days of the date of the Site Plan Review letter.

#### STEP 4: APPROVAL

If the applicant agrees with the findings outlined in the Site Plan Review letter, the building permit/civil review process begins.

## **APPLICATION FOR BUILDING PERMIT**

### STEP 1: BUILDING PLANS

**Once the site plans have been reviewed and approved, the applicant should submit the following:**

- Five (5) complete sets of building plans.
- Completed Building Permit application.
- Three (3) copies of a soils report, three (3) copies of an erosion control plan.
- Three (3) sets of structural calculations.
- Three (3) sets of building specifications (if available).
- Two (2) sets of NREC and Ventilation Code specifications and calculations.
- Three (3) sets of fire alarm specifications, if applicable.
- Three (3) sets of fire sprinkler specifications if, applicable.
  
- Six (6) sets of civil drawings including all utilities and drainage.
- Six (6) sets of landscape plans.
- Six (6) sets of site/architectural plans.

These plans should be submitted together (civils and building separate) with a plan review fee to initiate the plan review process. Contact the Building Department at 426-9731 to establish the amount of the deposit.

**The applicant will 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.
- A Utility Application for service must be completed and all pertinent fees paid.

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. For information and an electrical service application, call P.U.D. #3 Service Engineering Department at (360) 426-0888. To learn about the 1997 Non-Residential Energy Code Compliance and Conservation Credits, call P.U.D. #3 Conservation at (360) 426-0777.

### STEP 2: PLAN REVIEW AND PRE-CONSTRUCTION MEETING

The Building, Engineering, Fire, Planning, Police 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.

### STEP 3: CONSTRUCTION AND PERIODIC INSPECTION

After Step 2 has been completed, and the Building Permit has been issued, construction may begin. During construction, members of the Building, Engineering, Fire and Planning departments, will conduct various inspections. Contact Community & Economic Development to request inspections (i.e. building inspections, Site Plan Review inspections, etc.).

CALL TWO WORKING DAYS BEFORE YOU DIG

1-800-424-5555

[www.callbeforeyoudig.com](http://www.callbeforeyoudig.com)

Utilities Underground Location Center

#### STEP 4: FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY

Once construction is completed, the developer, builder or contractor must contact the Building Department for final building inspections **(24 hour notice is required)**. If Site Plan Review was required, final site plan inspection will be required prior to occupancy and shall be scheduled with the Development Coordinator along with final building inspections. After these inspections are completed, the developer will receive a checklist summarizing conditions that must be met before a Certificate of Occupancy can be issued. Once these conditions are met, the Certificate will be issued and the building will be ready for occupancy.

**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.**

**CITY OF SHELTON  
PROJECT SUBMITTAL REQUIREMENTS**

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

For a complete project submittal, please submit the following (separated as indicated):

**Building Permit Submittal Requirements**

- Signed Site Plan Review Agreement  
(Submittals will not be accepted unless Agreement is signed and returned)
- Plan Check Fee
- Completed Building Permit Application
- Five (5) complete sets of building plans, including site plan
- Three (3) copies of soils report
- Three (3) sets of structural calculations
- Three (3) sets of building specifications (if available)
- Two (2) sets of WSEC and Ventilation Code specifications and calculations  
(7 sheets)
- Three (3) sets of fire alarm specifications along with completed fire system application, if applicable
- Three (3) sets of fire sprinkler specifications, if applicable

**Civil Review Submittal Requirements**

- Six (6) sets of civil drawings including all utilities and drainage (including storm calculations)
- Six (6) sets of landscape plans
- Six (6) sets of Site/Architectural plans

**The applicant will 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 above 200 cubic yards would 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.
- A Utility Application for service must be completed and all pertinent fees paid.

All submittals should be delivered to the City of Shelton, Department of Community & Economic Development, 525 West Cota, Shelton Washington 98584, phone number (360) 426-9731.

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.



Permit # \_\_\_\_\_



**CITY OF SHELTON**  
FILL AND GRADE PERMIT / EROSION CONTROL APPLICATION  
525 West Cota Street, Shelton, WA 98584  
(360) 426-9731 (360) 426-7746

**OWNER INFORMATION**

Owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Owner Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor Reg# \_\_\_\_\_ Exp. Date \_\_\_\_\_ City Business License \_\_\_\_\_  
Engineer's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

**PROJECT INFORMATION**

Site Address (if applicable) \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
Parcel No. \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Describe work and total proposed project \_\_\_\_\_

Number of cubic yards to be excavated: \_\_\_\_\_  
Number of cubic yards to be filled: \_\_\_\_\_  
Number of cubic yards to be graded: \_\_\_\_\_

Will this be a balanced cut and fill entirely within the site? Yes  No   
If no: Will fill be brought on site? Yes  No   
Where does imported fill come from? \_\_\_\_\_  
Does fill contain any potentially hazardous materials? Yes  No

Will excavated material be taken off site? Yes  No   
If yes: Where will excavated materials be taken? \_\_\_\_\_  
If yes to either import or export, identify haul route, methods proposed to keep public roads free of debris, and submit traffic control plan if necessary. \_\_\_\_\_

Has a soil report been completed on the subject site? Yes  No   
If yes, include a copy with application.

Does the subject site contain any of the following features?

River \_\_\_\_\_ Lake \_\_\_\_\_ Wetland \_\_\_\_\_ Saltwater \_\_\_\_\_ Slope greater than 15% \_\_\_\_\_  
Soft compressible soils \_\_\_\_\_ Seasonal Runoff \_\_\_\_\_ None \_\_\_\_\_

Is site designated critical area per City of Shelton? Yes  No

Is site within a designated floodplain? Yes  No

Will the proposed land surface modification change the points where storm water or ground water enters or exits the site? Yes  No

If yes, please explain: \_\_\_\_\_

Will the proposed land surface modification change the quality, quantity, or velocity of storm water/ground water? Yes  No

If yes, please explain: \_\_\_\_\_

Is the subject site within 200 feet of a designated shoreline? Yes  No

If yes, please explain: \_\_\_\_\_

What methods, will be utilized to minimize erosion and possible sedimentation into nearby waters?

\_\_\_\_\_

Will this land modification result in the redirection of any surface water runoff onto adjacent properties?

Yes  No

If yes, please explain: \_\_\_\_\_

Will surface or subsurface runoff be collected or controlled by interceptors, curtain drains, or other water collection devices once this land modification has been completed? Yes  No

If yes, please explain: \_\_\_\_\_

Will the land be replanted upon completion? Yes  No

If yes, with what type of plants? \_\_\_\_\_

What are the lengths and heights of slopes currently existing on the site? \_\_\_\_\_

Will this modification result in slope steeper than those currently on the site? Yes  No

If so, how steep? \_\_\_\_\_

This permit becomes null and void if work authorized is not commenced within 180 days, or if 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 excavation/grading or the performance of excavation/grading.

Owner/Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY

Plan Checked By \_\_\_\_\_

Permit Issued By \_\_\_\_\_

Date \_\_\_\_\_

Permit Fee \_\_\_\_\_

Plan Check Fee \_\_\_\_\_

Total Fees \_\_\_\_\_

Revised November 30, 2007

**GRADING  
MINIMUM SUBMITTAL REQUIREMENTS  
CHECKLIST**

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Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

For all applications:

- Five (5) sets of plans (drawings)
- All plans drawn to a generally accepted engineering scale, with titles for each drawing. Which must be legible and drawn to scale, and that the site plan must consist of a single sheet (NTS is not acceptable).

For any project, which requires construction of new public roads or existing roadway improvements, construction plans for these civil improvements are required which conform to the most current edition of the City of Shelton Engineering Design & Development Standards. Most specifically, the roadway plans shall follow the requirements of SMC Title 13, and shall stand independent of the onsite project plans.

**PLAN CHECKLIST**

- North Arrow
- Property tax account number(s) - Parcel Number
- Site Address
- Applicant's Name, Address, and Phone Number
- Contact person's Name, Address, and Phone Number
- Vicinity Map, including directions for difficult to find sites
- Grading quantities indicating amount of excavation and amount of fill
- All property lines and dimensions
- Property line bearings
- Existing contours\* shown as dashed lines
- Proposed contours\* shown as solid lines
- Minimum of 2 cross sections perpendicular to each other for each area proposed for grading with existing grades shown as dashed lines and proposed grades shown as solid lines.
- Existing and proposed drainage systems (i.e. ditch lines, culverts, catch basins, French drains, surface drainage flow direction)
- Location of any existing and proposed structures on site with distance to property lines
- Location of any structures on adjacent land which are within 15 feet of the property line or which may be affected by grading operations
- Location of existing and proposed drain fields, drain field reserve areas, septic tanks and wells
- Temporary erosion and sedimentation controls
- Easements locations and dimensions, including on site utilities
- Wetland area, seasonal and year round creeks or streams
- Slope areas over 33%
- Floodplain Zone (\_\_\_\_\_)

**Additional Requirements**

- All other applicable City of Shelton permits, applications and approvals, including but not limited to Public Works traffic review, building permit, Shoreline Management Master Development permit, Flood Hazard permit, ROW permit, retaining wall permit, etc.
- Grading submittal fee
- Detailed drainage plan prepared and stamped by a licensed Civil Engineer, if over 5,000 sq. ft. of impervious surface on site (including gravel parking areas), and submittal fee (note: after plan review it may be determined that a detailed drainage plan is needed for projects that do not meet this threshold).
- A note on the plans indicating, "All site work must comply with the International Building Code, Appendix J and Shelton Municipal Code, Title 13 and the City of Shelton Design and Construction and Development Standards.

\*This information may be available from the City of Shelton Engineering Department

**Revised November 30, 2007**

# Filling and Grading, Sediment and Erosion Control Permit Application

International Building Code (IBC) Appendix J and Shelton Municipal Code (SMC) Title 13 have been adopted by the City of Shelton to establish:

- Regulations to control clearing, excavation, grading, and earthwork construction, including fills and embankments;
- The administrative procedures for issuing permits and fees;
- Provisions for approval of plans and inspection of this work.

Permits for grading are required if soil is moved within the City of Shelton, except as specified in Appendix J of the IBC. Additional requirements may apply within those environmentally sensitive or critical areas as identified in SMC Title 21. Erosion control plans are also required for all vegetation clearing and all grading regardless of the quantity of soil being moved.

Prior to a grading permit being issued, the applicant may be required to complete and file an environmental checklist, receive a determination of non significance (DNS) and complete the appeal period for grading, filling or excavation in critical areas as required by WAC 197-11-800. A checklist must be filed, a SEPA process completed, and the appeal period completed whenever 100 cubic yards or more of soil is moved at any location.

When a grading permit or erosion control plan is required, plans and specifications must be submitted for review which show the proposed work, state how the work is to be accomplished, and the standards of acceptance and testing. Each review of grading and/or erosion control plans may take two to six weeks.

The information listed in the checklist provided with the application for grading, excavation and the erosion control permit must be provided in order for the submitted plans to be reviewed. Only those items applicable to the particular project need to be provided in the plans and specifications submitted for a grading, excavation and erosion control permit.

## DEFINITIONS:

“Clearing”	Means removing and disposing all unwanted materials from the surface, such as trees, brush, down timber or other natural materials.
“Grubbing”	Means removing and disposing of all unwanted vegetative mater from underground, such as sod, stumps, roots, buried logs or other debris.
“Excavation”	Means area or material removed to provide a suitable base for improvement.
“Cut,”	Means original ground removal to reach prescribed earth slopes or sub-grade.
“Fill”	Means the material placed above the original or in place of the natural ground line.
“Grading,”	Means any excavating or filling or combination thereof.
“Erosion”	Means the wearing away of the ground surface as a result of the movement of wind, water, or ice.

## **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.callbeforeyoudig.com](http://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 November 30, 2007**