



Commercial/Multi-Family Permit Application



PLANNING DEPARTMENT - BUILDING DIVISION

319 Main St. Sultan, WA 98294

Phone (360) 793-2231 Fax (360) 793-3344

CITY OF SULTAN
PLANNING DEPARTMENT – BUILDING DIVISION

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2019 - COMMERCIAL/MULTI-FAMILY BUILDING - FREQUENTLY ASKED QUESTIONS

What is a commercial or multi-family building permit? A commercial/multi-family building permit is required to build or modify most commercial or multi-family buildings and may be required to build or modify retaining walls, signs, tall fences, towers, tanks or other structures. Application for a building permit triggers a plan review by experts in the various health, land use and international building codes to ensure that construction as shown in the plans will be safe for its intended use, particularly human occupancy. Further the review verifies that the construction can appropriately connect to city utilities and road systems as needed, and that its intended use is allowed in your zone. Issuance of a building permit triggers inspection requirements thereafter to ensure that the actual construction conforms to the approved plans.

This permit type needs an administrative decision made by the City staff for approval. No public notice or hearing is required (It is a Type I permit).

What is the purpose of a commercial or multi-family building permit? The purpose of the building permit is to ensure the new or remodeled structure follows code requirements, is properly built, and can connect to municipal services.

Do I need a building permit even if I am only remodeling the interior of the store? Yes. This is called a tenant improvement and a building permit still must be obtained. A tenant improvement is for any project that alters a commercial building with no increase in floor area (out or up), no structural changes and only minor changes to the exterior. This type of project may also be eligible for simpler submittal requirements. Please contact City Hall for more information.

Are there special regulations if my project is located within a flood zone? Yes. If your project is within a flood zone, there are extra requirements that must be met in the design and construction of the project for both tenant improvements and new construction. If an existing structure is going to be remodeled, and the total cost of the improvements will exceed 50 percent of the fair market value of the existing structure, it must be brought up to the current flood zone standards (SMC 17.08.110). This could include raising the base floor elevation or adding more flood resistant and proofing measures to the building. If the improvements are under 50 percent of the fair market value of the existing structure, these improvements will not be required. New construction will be required to meet all current flood zone standards (SMC 17.08.110).

What is a Certificate of Occupancy (Occupancy Permit)? A Certificate of Occupancy is document received upon passage of the final inspection by the building or zoning official. The document tells the applicant that the building is in compliance with applicable building codes and other laws, and it is in satisfactory condition suitable for human occupancy.

What is the process for approval for a commercial or multi-family building permit?

1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.
2. A City Staff member will review your application using the attached submittal checklist to determine if a determination of completeness can be issued. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.

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4. If the application has not met the approval criteria:
 - a. The City will mail you a letter indicating the changes that must be made to the application.
 - b. You have 180-days to modify your application and resubmit it to the City.
 - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).

Can the approved commercial or multi-family building permit expire? If approved, the building permit will expire if work approved by this permit has not started within 180-days. It will also expire if work has been suspended for 180-days.

What happens if the commercial or multi-family building permit is denied by City staff? Denial is rare. If it happens, the applicant, within 10-days, may file an appeal with the hearing examiner. The appeal must follow guidelines and regulations as stated in the Sultan Municipal Code.

Can I submit electronic copies of application materials? Yes. The applicant may choose to submit an electronic version of submittal materials. If using this option, information must be turned in on a CD.

What are the contents of this application packet?

- I. Frequently Asked Questions
- II. Sample Plans
 - a. Site Plan
 - b. Building Elevations
 - c. Building Details
- III. Submittal Checklist
- IV. Type I Permit Application

Note: The information contained in this packet is to act only as a guideline for applicants. Please refer to the Sultan Municipal Code for exact code requirements, standards and wordings.

Additional Questions and Information: If you have additional questions please contact the Planning Department, ask for the Permit Assistant, or stop by city hall. Contact information is available at the top of each page.

IMPORTANT:

1. No work is to be done until a building permit has been issued; and
2. If work is performed before the permit is issued, **PERMIT FEES WILL DOUBLE.**
3. 2015 International Building Codes apply.
4. Check for updates and current regulations for Commercial/Multi Family Codes.
5. 2019 Fee Schedule in effect.
6. Before work begins all Contractors and Subs are required to have current City Business License <http://bls.dor.wa.gov/cities/sultan.aspx>

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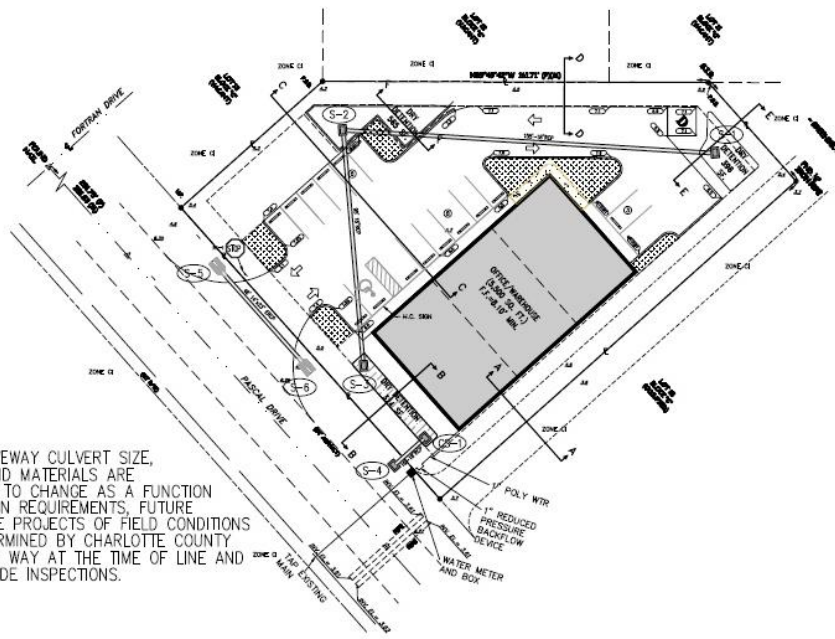


COMMERCIAL/MULTI-FAMILY BUILDING - SAMPLE SITE PLAN (SHEET 1)

Note: This site plan is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.



0 100 200 300
GRAPHIC SCALE 1" = 20'



DRIVEWAY CULVERT SIZE, AND MATERIALS ARE SUBJECT TO CHANGE AS A FUNCTION OF SIGN REQUIREMENTS, FUTURE AGE PROJECTS OF FIELD CONDITIONS DETERMINED BY CHARLOTTE COUNTY OF WAY AT THE TIME OF LINE AND GRADE INSPECTIONS.

SITE PLAN DATA:

PROJECT DEVELOPMENT AREA: (26,152 SQ. FT.) 60 ACRES
 CURRENT PARCEL ZONING AND LAND USE: C1 / VACANT
 PROPOSED USE: COMMERCIAL BUILDING TOTALING 5,500 SF

FLOOD ZONE: BAE
COMMERCIAL GENERAL DEVELOPMENT STANDARDS:
 MINIMUM LOT SIZE REQUIREMENT: 12,000 SQ FT
 SETBACK REQUIREMENTS: FRONT: 25 FT
 REAR ADJUTING ROAD: 25 FT
 REAR ADJUTING A LOT: 10 FT
 SIDE INTERIOR: NONE
 SIDE ADJUTING ROAD: 50 FT
 MAXIMUM BUILDING HEIGHT: 60 FT
 MAXIMUM BUILDING COVERAGE: 50%

PARKING CALCULATIONS:

BUILDING 1: MAINHOUSE
 REQUIRED: 1 SPACE PER 400 SQ FT OF FLOOR SPACE
 = (4,500 SQ FT / 400 SQ FT) = 11 SPACES

BUILDING 2: OFFICE
 REQUIRED: 1 SPACE PER 200 SQ FT OF FLOOR SPACE
 = (1,150 SQ FT / 200 SQ FT) = 6 SPACES

TOTAL SPACES REQUIRED: 17
 TOTAL SPACES PROVIDED: 17
 * INCLUDES 1 HANDICAP SPACE WHICH IS REQUIRED FOR UP TO 25 SPACES

PROPOSED SURFACE AREA BREAKDOWN:

PROJECT DEVELOPMENT AREA:	26,152	SQ FT	(100.0%)
BUILDING:	5,500	SQ FT	(21.0%)
PAVEMENT:	9,107	SQ FT	(35.0%)
SEWERALK & CURB:	310	SQ FT	(1.0%)
DRY DETENTION:	1,985	SQ FT	(7.6%)
OPEN SPACE:	8,940	SQ FT	(34.0%)
TOTAL IMPERVIOUS:	14,917	SQ FT	(57.0%)
TOTAL PERVIOUS:	11,235	SQ FT	(43.0%)

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COMMERCIAL/MULTI-FAMILY BUILDING PERMIT - SAMPLE BUILDING ELEVATIONS (SHEET 2)

Note: This sample is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.

A3

WEST ELEVATION

NORTH ELEVATION

EAST ELEVATION

SOUTH ELEVATION

No.	Size	Description	Checked

Drawing Title
ADMINISTRATION BUILDING ELEVATIONS

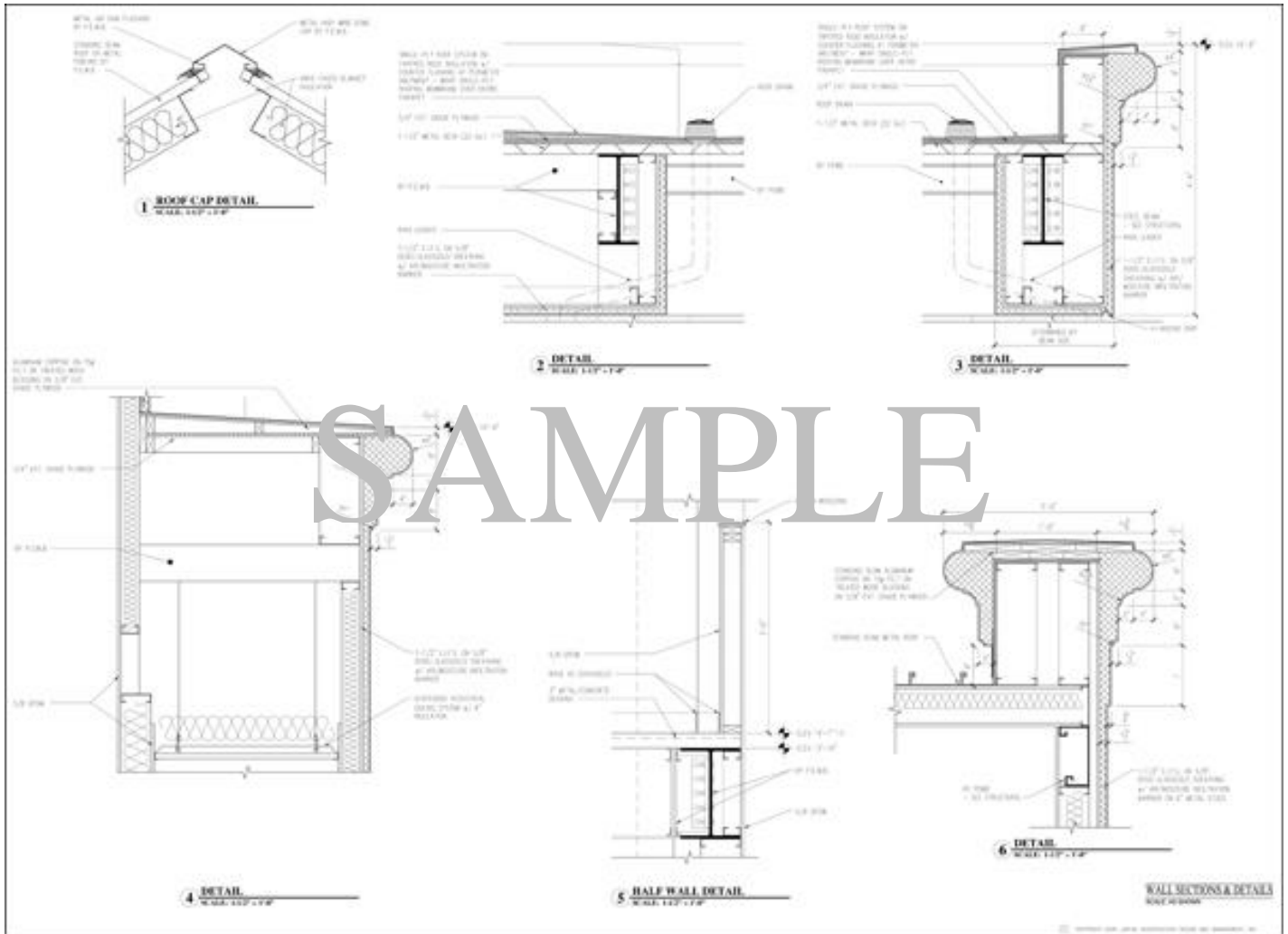
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COMMERCIAL/MULTI-FAMILY BUILDING PERMIT – SAMPLE BUILDING DETAILS (SHEET 3)

Note: This sample is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.



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COMMERCIAL/MULTI-FAMILY BUILDING PERMIT – SUBMITTAL CHECKLIST

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

Note: Items 3 through 9 are direct requirements from Snohomish County Planning and Development Services Department. They carry out plan review and inspections for the City. All permitting and inspection requests go through the City. The City will set up the inspections for you once you have called it in to 360.793.1099.

APPLICATION REQUIREMENTS

1. Type I Permit Application Form.

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Completed and Signed Application.

2A. Site Plan (Tenant Improvements). Two copies (minimum 18” x 24”) of the site plan showing the **proposed** building and tenant space on the property. It must show at least the following:

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Scale and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Address.
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map.
<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation or revision.
<input type="checkbox"/>	<input type="checkbox"/>	Property Tax Account Number(s).
<input type="checkbox"/>	<input type="checkbox"/>	Existing right-of-way, easements and property lines (include dimensions).
<input type="checkbox"/>	<input type="checkbox"/>	Depiction of the tenant space within the building and the location of the building on the project site.

2B. Site Plan (New Construction). Two copies (up to 24” x 36”) of the site plan showing the **proposed** building on the property. It must show at least the following:

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	Scale and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Address.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map.
<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation or revision.
<input type="checkbox"/>	<input type="checkbox"/>	Existing right-of-way, easements and property lines (include dimensions).
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures.
<input type="checkbox"/>	<input type="checkbox"/>	New or modified structures.
<input type="checkbox"/>	<input type="checkbox"/>	Required setbacks (show as dashed line).
<input type="checkbox"/>	<input type="checkbox"/>	Distances to property lines and easements from existing and proposed buildings.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed frontage improvements (includes power and light poles, hydrants, street trees, curbs, gutters, sidewalks, storm drainage, etc.).

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<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Zoning designation.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed parking areas (with stalls, their dimensions and number consecutively).
<input type="checkbox"/>	<input type="checkbox"/>	Scale and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed utility locations (water, sewer, gas, meters, power, telephones, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed onsite stormwater drainage facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Wellheads on site and within 100 feet of subject parcel.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed septic systems and/or reserve areas.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed propane tanks.
<input type="checkbox"/>	<input type="checkbox"/>	Topography and proposed site grading.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed driveways.

3. **Foundation Plans (New Construction Only).** Two copies of plan showing the building foundation. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet.

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Scale (1/4" = 1' minimum).
<input type="checkbox"/>	<input type="checkbox"/>	Length, width, and location of foundation footing and wall, piers, or location of holes and posts for pole buildings.
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of footings and slabs.
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of vents (1 vent required within 3 feet of each corner) and underfloor access.
<input type="checkbox"/>	<input type="checkbox"/>	Location and specific model numbers of required holddowns.
<input type="checkbox"/>	<input type="checkbox"/>	Reinforcing steel and anchor bolts (size, spacing, and embedment depth).
<input type="checkbox"/>	<input type="checkbox"/>	Foundation plates.
<input type="checkbox"/>	<input type="checkbox"/>	Ground cover (6 mil black poly).
<input type="checkbox"/>	<input type="checkbox"/>	Note: In flood hazard areas, provide surveyed elevations at the 4 corners and show proposed elevations if finish grade is different.

4. **Elevation Plans (New Construction Only).** Two copies of plan showing the different exterior views of the building. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet.

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Scale (1/4" = 1' minimum).
<input type="checkbox"/>	<input type="checkbox"/>	Minimum of four (4) elevation views.
<input type="checkbox"/>	<input type="checkbox"/>	Side view of structure from tallest side.
<input type="checkbox"/>	<input type="checkbox"/>	Show finished earth grade, windows, doors, decks, landings, chimneys, roof pitch, and overhangs.
<input type="checkbox"/>	<input type="checkbox"/>	Note: In flood hazard areas, surveyed existing elevation and proposed finished grade elevations are required.

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5. **Floor Framing Plans (Tenant Improvement and New Construction).** Two copies of plan showing the flooring framing. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet. The first floor framing may be shown on the foundation plan and framing for other floors can be shown on the floor plans if clarity is not compromised on either.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (1/4" = 1' minimum). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, size, grade, and species of posts, beams, headers, and bearing walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, grade, species, and spacing of floor joists. For <i>manufactured I-joists</i> , provide all required details for the use of I-joists and label the plans as to where a specific detail is required. This would include any nailing patterns, filler material, squash blocks, rim material, blocking including pressure blocks, and any other design component required by the joist manufacturer. The beams and joists called out on the I-joist plan must match the floor plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Blocking, beams, cross-bracing, flooring, insulation, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor truss design specifications per R 502. |

6. **Floor Plans (Tenant Improvement and New Construction).** Two copies of plan showing the building layout. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (1/4" = 1' minimum) |
| <input type="checkbox"/> | <input type="checkbox"/> | Length, width, and location of all walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size and locations of all windows and doors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and type of all required bracing panels, and/or shear walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | All appropriate engineering requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of all plumbing fixtures, appliances used for heating and cooking, cabinets, smoke detectors, exhaust fans, stairways, attic access, underfloor access, fireplaces, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify the use of each room. |
| <input type="checkbox"/> | <input type="checkbox"/> | Note: For additions, please provide a floor plan of the existing areas adjoining the addition. Show the use of the existing rooms and all doors and windows. Provide sufficient structural information about the existing building that loads for new framing can be calculated. |

7. **Cross-Section (New Construction Only).** Two copies of the site cross-section. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (1/4" = 1' minimum). |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete section views - front-to-back, side-to-side, bearing soil to roof peaks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Side view from bottom of footing or post to roofing. |

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8. **Wall Sections (Tenant Improvement and New Construction).** Two copies of plan showing the wall sections. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (1/4" = 1' minimum) |
| <input type="checkbox"/> | <input type="checkbox"/> | Side view from bottom of footing or post to roofing. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of foundation, location of finished grade, size and location of rebar, sill plate, and anchor bolt size and spacing, holddowns, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, grade, and species of headers, beams, studs, insulation, wallboard, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rafters, ceiling joists, trusses, sheetrock, insulation, venting, roof sheathing, roof felt, roof covering, roof pitch, vaulted ceilings, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show size, grade, species, and spacing of materials as appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Note: In flood hazard areas, show flood resistant materials for building elements below the Base Flood Elevation (BFE), see FEMA Technical Bulletin #2 "Flood Damage-Resistant Materials Requirements" for additional information. |

9. **Roof Framing Plans (New Construction and Tenant Improvement if work performed on roof).** Two copies of plan showing the roof framing. Use a minimum 11" x 17" paper for projects 600 square feet or less and a minimum 18" x 24" paper for projects greater than 600 square feet. The roof framing may be shown on the floor plan if clarity is not compromised.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (1/4" = 1' minimum). |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, grade, species, and spacing of all roof beams, headers, posts, rafters, purlins, and ceiling joists. For manufactured I-joists used for rafters, please provide details as required for floor framing. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of bearing walls and any details that may be required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof truss layout including specific location of girder and hipmaster trusses, ridges, valleys, and hips. |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof truss design specifications per R 802.10.1 |

10. **Additional Elements (New Construction Only) – Submit two copies of each unless otherwise noted.** Some submittal requirements for this section can be waived, contact City Hall to find out if they can.

- | <u>Staff</u> | <u>Applicant</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | SEPA Checklist – ten copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Civil Drawings that show detailed drainage, grading and temporary erosion control plans, frontage improvement plans (include traffic control plan where applicable), limits of clearing, trees to be retained, drainage courses, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Report (if applicable). |
| <input type="checkbox"/> | <input type="checkbox"/> | Critical Area Study: Needed for any development activity, or action occurring in wetlands, fish & wildlife habitat conservation areas or their buffers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Report: Needed for any development activity or action within an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults. |

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<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Energy Code Checklist (go to http://www.neec.net/energy-codes).
<input type="checkbox"/>	<input type="checkbox"/>	Snohomish Health District Construction Clearance: Needed if your project involves septic systems, drain fields, and wells. Requirement waived if connected to the public sewer system. Can be obtained at Snohomish Health District - Environmental Health Division, 3020 Rucker Avenue, Everett, WA. Phone (425) 339-5250, website: www.snohd.org .
<input type="checkbox"/>	<input type="checkbox"/>	Water Letter (from the City of Sultan): Required for the construction of NEW commercial or multi-family building to determine water availability.
<input type="checkbox"/>	<input type="checkbox"/>	Sewer Letter (from the City of Sultan): Required for the construction of NEW commercial building to determine sewer availability.
<input type="checkbox"/>	<input type="checkbox"/>	Driveway Application Permit: Required for new or modified access off of a city maintained road.
<input type="checkbox"/>	<input type="checkbox"/>	Americans with Disabilities Act (ADA) features as required.

11. Fees.

<u>Staff</u>	<u>Applicant</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Fees paid (see current Fee Schedule).

Some Building Permits May Require Additional Plans, Details or Information (For Example):

- Connection details for additions
- Manufacturer's specifications for any non-standard or prefabricated building materials
- Any/all unusual framing details
- Stair details
- Deck details (including method of attachment and ledger flashing)
- Any/all engineering details
- Wall bracing schedule
- Shear wall schedule
- Holddown schedule
- Washington State Energy Code analysis, if not using prescriptive options
- Details for slab insulation, below grade insulation, thermal breaks, etc.
- Designate heated and unheated areas

Date Stamp Area

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Staff Initials: _____

2019 TYPE I PERMIT APPLICATION

Application for:	<input type="checkbox"/> Building (Miscellaneous)	<input type="checkbox"/> Fireworks Stand	<input type="checkbox"/> Plumbing
Check all that apply	<input type="checkbox"/> Commercial	<input type="checkbox"/> Flood Hazard	<input type="checkbox"/> Public Works _____
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> Residential Building
	<input type="checkbox"/> Fence	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Roof
NEW CONST _____	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Multi-Family Building	<input type="checkbox"/> Sign
REMODEL _____	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Other _____	<input type="checkbox"/> Tenant Improvements

Note: Staff can assist you in determining which permits are needed for your project.

PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION. MISSING INFORMATION MAY INCREASE THE PROCESSING TIME OF THIS APPLICATION. CURRENT BUILDING CODE: 2015 IBC. 2019 FEE SCHEDULE. NOTE: PERMIT FEES DOUBLE FOR WORK STARTED WITHOUT A PERMIT.

SITE ADDRESS: _____

Applicant:

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail Address: _____

Property Owner (if other than applicant):

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail Address: _____

Contractor (if using one):

Name: _____

Company Name: _____

Address: _____

Phone: _____

Fax: _____

License Number: _____

Expires: _____

Verified: _____

E-Mail Address: _____

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2019 TYPE I PERMIT APPLICATION (CONTINUED)

PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION.

Project and Property Information:

Tax Parcel Number(s): _____ Acres/Square Feet: _____

Property Address or general location (if no address): _____

Project Zoning (check one): LDR MDR HDR HOC M UC P/I

Is property served by City water service? Yes No

Is property served by City sewer system? Yes No

Project Description: _____

Cost of Project: \$ _____ (used for calculating fees)

Date of pre-application (if applicable): _____

Complete and attach submittal checklist(s) for each application being applied for.

For the applicant:

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: _____ Date: _____

For the property owner:

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: _____ Date: _____

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2019 - PLUMBING FEES WORKSHEET

Please indicate how many mechanical and plumbing fixtures will be added or replace during the project. Commercial Mechanical and Plumbing Permits will be assessed a 40% plan review fee when the application is submitted.

Plumbing Permit Fixture Count

Number	Description	Price Per	Amount Due
	Additional Plan Review Fees-----	\$50.00	
	Alteration/Repair Piping-----	\$15.60	
	Backflow Assembly-----	\$26.00	
X	Base Plumbing Fee-----	\$31.25	\$ 31.25
	Bath/Shower Combo-----	\$15.60	
	Building Main Waste-----	\$25.00	
	Clothes Dryer-----	\$15.60	
	Clothes Washer-----	\$15.60	
	Dishwasher-----	\$15.60	
	Drinking Fountain-----	\$15.60	
	Floor Drains-----	\$15.60	
	Grease Interceptor-----	\$100.00	
	Grease Trap-----	\$25.00	
	Hose Bibbs-----	\$15.60	
	Icemaker/Refrigeration-----	\$15.60	
	Inspection Fee (All) -----	\$50.00	
	Kitchen Sink & Disposal-----	\$15.60	
	Laundry Tray-----	\$15.60	
	Lavatory-----	\$15.60	
	Medical Gas Piping < 5 inlets/outlets-----	\$60.00	
	Medical Gas Piping > 5 inlets/outlets-----	\$5.00	
	Miscellaneous Appliance (no other fee in schedule)-----	\$20.85	
	Pre-Treatment Interceptor-----	\$15.60	
	Processing Fee on all Permits not requiring Plan Review-----	\$31.25	
	Re-Inspection Fee (All)-----	\$105.00	
	Roof Drains-----	\$15.60	
	Shower (only)-----	\$15.60	
	Sink (bar, service, etc.)-----	\$15.60	
	Supplemental Permit Fee-----	\$15.60	
	Toilets-----	\$15.60	
	Urinal-----	\$15.60	
	Valuation Based on Project Cost \$ _____-----	\$00.00	
	Water Heater-----	\$15.60	
= Total Fixtures		Total =	

**CITY OF SULTAN
PLANNING DEPARTMENT – BUILDING DIVISION**

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2019 - MECHANICAL FEES WORKSHEET (CONTINUED)

		Mechanical Permit Fixture Count	
Number	Description	Price Per	Amount Due
	Air Conditioning Unit		
	< 100 Btu/h-----	\$25.00	
	> 100 Btu/h-----	\$40.00	
	> 500 Btu/h-----	\$52.00	
	Air Handling Units-----	\$15.60	
X	Base Mechanical Fee-----	\$25.00	\$ 25.00
	Boiler – for installation and relocation		
	Up to 3 hp/100,000 BTUs-----	\$26.00	
	Over 3 to 15 hp/100,000 to 500,000 BTUs-----	\$41.65	
	Over 15 to 30 hp/500,000 to 1,000,000 BTUs-----	\$57.30	
	Over 30 to 50 hp/1,000,000 to 1,750,000 BTUs-----	\$72.95	
	Over 50 hp/over 1,750,000 BTUs-----	\$88.60	
	Clothes Dryers – Gas Fired-----	\$15.60	
	Condensers-----	\$20.00	
	Ductwork (drawings required)-----	\$20.00	
	Evaporative Coolers-----	\$15.60	
	Exhaust Fans-----	\$15.60	
	Fireplace/Insert/Stove-----	\$15.60	
	Forced Air Heat < 100 Btu/h-----	\$25.00	
	Forced Air Heat > 100 Btu/h-----	\$40.00	
	Gas Fired AC < 100 Btu/h-----	\$25.00	
	Gas Fired AC > 100 Btu/h-----	\$40.00	
	Gas Fired AC > 500 Btu/h-----	\$52.00	
	Gas Piping 1-4 units-----	\$20.85	
	Gas Piping > 4 units-----	\$5.20	
	Heat Exchangers-----	\$15.60	
	Heat Pump-----	\$15.60	
	Hot Water Heat Coils-----	\$15.60	
	Inspection Fee (All)-----	\$50.00	
	Miscellaneous Appliance (no other fee in schedule)-----	\$20.85	
	Processing Fee on all Permits not requiring Plan Review-----	31.25	
	Range Hoods-----	\$25.00	
	Range/Cook top – Gas Fired-----	\$26.00	
	Refrigeration Unit < 10 Btu/h-----	\$25.00	
	Refrigeration Unit >100 Btu/h-----	\$40.00	
	Refrigeration Unit >500 Btu/h-----	\$52.00	
	Re-Inspection Fee-----	\$105.00	
	Supplemental Permit Fee-----	\$15.60	
	Unit Heaters < 100 Btu/h-----	\$25.00	
	Unit Heaters > 100 Btu/h-----	\$40.00	
	Valuation Based on Project Cost \$ _____-----	\$00.00	
	Wall Heaters – Gas Fired-----	\$25.00	
	Water Heater – Gas Fired-----	\$15.60	
= Total Fixtures		Total =	