



INTAKE CHECKLIST FOR SINGLE FAMILY RESIDENT DEVELOPMENT APPLICATION

This checklist is to assist residential development applicants in achieving a "complete" application for City considerations. This is a preliminary review for "completeness" and will be reviewed by technical staff that may require additional information. The checklist is required for application submittal to confirm all items previously addressed have been completed. This checklist will aid a quick submittal if the original review person is not in the office when you return. THANK YOU!

Owner's Name: _____

Contractor's Name: _____

Contractor & Business License #s _____ / _____

Project address _____

Date: _____ Time ____: ____ Reviewed By: _____

- Y___/N___ Is the project within City Limits.
If **NO**, Is the applicant requesting City Utilities within the UGA? If **YES**, contact Public Works Dept. If **NO**, Stop Intake Process, direct applicant to County.
- Y___/N___ Does the Project Site have an Address? If **NO**, provide an Address Application
If **YES**, Pull the Legal ("Address") File and review prior to any intake. Does the Legal File contain:
 - Y___/N___ Stop Work Order
 - Y___/N___ Incomplete Prior Permit (within the last 6 years)
 - Y___/N___ Violations
 If **YES** to any item above, advise Applicant issues must resolve issues before receiving Permit

PRELIMINARY QUESTIONS

- What are you building? _____
- Y___/N___ Is this a Commercial Application? If **YES**, must include the non-residential energy code forms
- Y___/N___ Is this Civil Plans only? If **YES**, Review Plans for Completeness below and accept.
- Y___/N___ Are there Civil improvements required? If **YES to any of the three questions below then this answer is YES**. Civil plans will be required for all development where installation and/or improvements to streets, alleys, and/or sidewalks, City utilities are required.
 - Y___/N___ Is the Right-of-Way "Un-Open" (Open ROW is actively used and maintained)? If **YES**, will require full improvements
 - Y___/N___ Is the property on the City's Sidewalk Master Plan without an existing curb, gutter, and sidewalk, and **NOT** exempted under Ordinance #1746-0509 List exceptions: _____.
 - Y___/N___ Do City utilities need to be brought to property (water, sewer, fire hydrant, storm drains)? If **YES**, will require a Utility Extension. Provide a copy of the Utility Application
- Y___/N___ Is there work in the City Right-of-Way? If **YES**, will require a ROW Permit
- Y___/N___ Are there potential Critical Areas? If **YES**, list type(s) _____
(i.e. streams, ponds, shoreline, wetland, steep slopes, aquifer recharge, airport overlay, etc.)
- Y___/N___ Is the project in a Floodplain?
- Y___/N___ Is the project located within an adopted City Historic District? If **YES**, this will require additional review by the Historic Board (meets monthly).

APPLICATION DOCUMENTS INCLUDED (If part of packet, Check ; if required Circle number O):

1. ___ Building Permit Application
2. ___ Current Utility Account Summary **Required** (printed by Kios)

3. ___ Set of Plans (If not \checkmark but required, circle and provide guidance)
4. ___ Civil Plans (If not \checkmark but required, circle and provide guidance)
5. ___ Engineering Report (If not \checkmark but required, circle and provide guidance)
6. ___ Utility Application (If not \checkmark but required, circle and provide Application)
7. ___ Fill and Grade Permit/Erosion Control Application (If not \checkmark but required, circle and provide Application)
8. ___ Right-of-Way Permit (If not \checkmark but required, circle and provide Application)
9. ___ Geotechnical Report (If not \checkmark but required, circle and provide guidance)
10. ___ Critical Areas Report (If not \checkmark but required, circle and provide guidance)
11. ___ _____ (i.e. Stormwater Report)

**BUILDING PERMIT APPLICATION
PRELIMINARY REVIEW FOR COMPLETENESS**

Page 1 Building Permit Application

- Y___/N___ All blanks are filled in. Is blank information necessary? If yes assist if possible.
- Y___/N___ Is application Signed?
- What needs to be completed: _____

Page 2 Building Permit Application (continued)

- Y___/N___ Quantities for Mechanical and Plumbing Permit filled in?
- What needs to be completed: _____

Page 3 Lot Coverage Calculations Form

- Y___/N___ All blanks are filled in. Is blank information necessary? If yes assist if possible.
- What needs to be completed: _____

Page 4 WSEC/VIAQ Compliance Application

- Y___/N___ All blanks are filled in. Is blank information necessary? If yes assist if possible.
- Water Heater Fuel Type: Natural gas ___ / LPG ___ / Electric ___
- What needs to be completed: _____

CONSTRUCTION PLANS PRELIMINARY REVIEW FOR COMPLETENESS

Y___/N___ Are there 5 Sets of Plans submitted

If **NO**, require 3 full sets and 2 additional "Site Plans" to be accepted

Identify Number of Plan Sheets pages. #_____ pages

Y___/N___ Are there Civil Plans? (2 sets required) Part of Building Plans____, Separate document____
Civil Plans only ____.

Y___/N___ Is this a Stock Plan Submittal? Assigned Stock Plan #_____

Y___/N___ Is this a Non-Conventional Framing - Foam Core, Logs, etc.?

IF **YES**, provide Vertical and Lateral design based on Engineering Design Criteria below

- Code reference: 2009 I-CODES, snow load 25 lbs / Wind 85 mph
- Seismic Zone D1; Calculation included (circle):
 - Vertical Y___/N___,
 - Lateral Y___/N___

Y___/N___ Is an Engineering Report Attached (2 copies required)?

Y___/N___ Is a Geotechnical Report Attached (2 copies required if less than 1500 lbs soil bearing capacity)?

General Plan Review

	<u>Building Plans</u>	<u>Civil Plans</u>
1. Plans Legible	Y___/N___	Y___/N___
2. Recognized Scale	Y___/N___	Y___/N___
3. Elevation/Profile Views	Y___/N___	Y___/N___
4. Cross Section	Y___/N___	Y___/N___
5. Plan View	Y___/N___	Y___/N___
	Detail #1-6	Detail #7

Detailed Plan Review for content

1. Y___/N___ Site Plan ("Plot Plan") included in Packet. If **NO**, but this is required circle #1, and then go to #2 Foundation Plan
 - a. Y___/N___ North arrow
 - b. Y___/N___ Street(s) and driveway(s) shown. Fronting road name: _____
If driveway **greater than 300 feet**, then fire access maybe required.
 - c. Y___/N___ Corner Lot. If YES may require frontage improvements on all streets
 - d. Y___/N___ Alley: If YES residential stays gravel, adjacent/transitional/'mixed use zone' may require paving.
 - e. Y___/N___ Property dimensions: _____
 - f. Y___/N___ Dimensions and square footage of existing structures
 - g. Y___/N___ All existing structures shown with setbacks
 - h. Y___/N___ Proposed structure setbacks shown (direction/setback):
Front: _____ Rear: _____ Left: _____ Right: _____
 - i. Y___/N___ Building height
 - j. Y___/N___ Topography (slopes) Surface drainage
 - k. Y___/N___ Parking spaces provided? Spaces proposed: _____
 - l. Y___/N___ Utility and drainage easements
 - m. Y___/N___ Infiltration gallery shown
 - n. Y___/N___ Utility locations (water, sewer, storm drainage, power, etc.)
 - o. Y___/N___ Other easements List: _____
 - p. Y___/N___ Located on Sidewalk Master Plan

Comments: _____

2. Y___/N___ Foundation Plan included in Packet. If **NO**, but this is required circle #2 and then go to #3 Floor Plan.
 - a. Y___/N___ Footing size (width & depth) with Reinforcement (rebar- size/grade/spacing)
 - b. Y___/N___ Foundation wall (width & height) with Reinforcement (rebar- size/grade/spacing)
 - c. Y___/N___ Slab insulation/flashing
 - d. Y___/N___ Concrete walls exceeding 8-foot (will require Engineering)
3. Y___/N___ Floor Plan included in Packet. If **NO**, but this is required circle #3 and then go to #4 Floor Framing Plan.
 - a. Y___/N___ Room use label
 - b. Y___/N___ furnace/wall heaters locations
 - c. Y___/N___ Hot water tank location
 - d. Y___/N___ Fireplace location
 - e. Y___/N___ Window sizes identified
 - f. Y___/N___ Landing at exterior doors

4. Y___/N___ Floor Framing Plan (all floor levels including loft, crawlspace) included in Packet. If **NO**, but this is required circle #4 and then go to #5 Roof Framing Plan.
 - a. Y___/N___ Floor joists (grade/size/species/on-center spacing/ and locations)
 - b. Y___/N___ Beams (grade/size/species)
 - c. Y___/N___ Window Headers (grade/size/species/ and locations)
 - d. Y___/N___ Wall framing (grade/size/species/on-center spacing)
 - e. Y___/N___ Brace wall panel locations marked (2009 IRC (Section R602.10) wind and seismic calculations attached. See Website <http://www.strongtie.com/webapps/BracedWall/>
 - If **YES**. OK to intake
 - If **NO**, Return plans to applicant to be completed. Provide applicant with the Wall Brace Calculation work sheet in front of packet, **unless** Applicant has a lateral analysis by a licensed WA. State Engineer.
5. Y___/N___ Roof Framing Plan included in Packet. If **NO**, but this is required circle #5 and then go to #6 Deck Framing Plan.
 - a. Y___/N___ Roof Framing details
 - b. Y___/N___ Truss layout
6. Y___/N___ Deck Framing Plan (includes covered porch framing) included in the Packet. If **NO**, but this is required circle #6 and then go to #7 Civil Plans
 - a. Y___/N___ Floor joists (grade/size/species/on-center spacing/ and locations)
 - b. Y___/N___ Beams (grade/size/species)
 - c. Y___/N___ Stair and handrail detail
7. Y___/N___ Civil Plans
 - a. Y___/N___ Are Civil Plans stamped, signed and dated by licensed professional Civil Eng.?
 - b. Y___/N___ Do the Civil Plans show “frontage improvements” (curbs, gutters, and/or sidewalks)
 - c. Y___/N___ Do the Civil Plans show water extensions
 - d. Y___/N___ Do the Civil Plans show sewer extensions
 - e. Y___/N___ Do the Civil Plans show stormwater

Final Questions

Y___/N___ Has the applicant been provided with an estimated Fee Sheet?

Y___/N___ Have Traffic Impact Fees been Discussed? (TIF exempt for specified plats Ord. 1733-1008)

Y___/N___ Have GFC Application Fee’s And Hook-Up Fees For Sewer And Water been Discussed

Y___/N___ Have the required Plan Review and Utility Application fees been paid?

(If so explain the 20% refund retention if project does not complete the process to permit issuance, and verify mechanical and plumbing fees are accurate and inform the applicant that there may be permit fee modifications)

TIME COMPLETED _____: _____

Submittal Accepted _____ **date**

Y___/N___ Copy Of This Form Provided To Applicant?

Other departments assisting at front counter during intake review:

Building Rep. _____ Community Development Rep. _____ Public Works Rep. _____

FEES - PERMIT/REVIEW/IMPACT/UTILITY/GFC

This is only an estimate of anticipated fees to assist the applicant to evaluate project costs. Applicants are responsible for actual connection cost associated with utility installation. Special Assessment may be on file and shall be paid before utility connections are allowed (i.e. Capitol Hill, Latecomers Agreements). The estimated plan review fee is based upon information provided at the time of application and is subject to change. Building, mechanical, and plumbing permit fees will be calculated during plan review. All other applicable fees will be collected when the permit is issued.

RESIDENTIAL VALUATION

Occupancy Type	Project Square Footage	Valuation Amount/sq.ft.	Total Valuation (sq.ft. X valuation)
Residence/Addition/Basement		\$100.95	
Residence Garage/Storage Building		\$ 38.66	
Residence Deck, Carport, Covered Porch		\$ 38.66	
Residence Retaining Walls		\$ 20.00	
Total Valuation			
Permit Fee determined from Fee Table (This amount entered on Permit and Review Fees Table on next page)			
Plan Review Fee determined from Fee Table (This amount entered on Permit and Review Fees Table on next page)			

COMMERCIAL VALUATION

Occupancy Group	Construction Type	Project Square Footage	Valuation Amount/sq.ft.	Total Valuation (sq.ft. X valuation)
Total Valuation				
Permit Fee determined from Fee Table (This amount entered on Permit and Review Fees Table on next page)				
Plan Review Fee determined from Fee Table (This amount entered on Permit and Review Fees Table on next page)				

Permit and Review Fees

Fees/Charges	(Estimate)	Project Estimation	Paid (√)	Actual Fee	Balance Due
State Surcharge Fee	(\$ 4.50)				
Building Permit Fee	(Based on Total Valuation above)				
*Plan Review Fee	(Based on Total Valuation above)				
Demolition Fee	(\$ 77.50)				
Mechanical Review Fee (Commercial only - 25% of Permit Fee)					
Mechanical Permit Fee	(Average \$ 150.00)				
Plumbing Review Fee (Commercial only – 65% of Permit Fee)					
Plumbing Permit Fee	(Average \$ 150.00)				
Fill & Grade Permit Fee	(based on quantity)				
Sediment & Erosion Control Permit (\$50 base ½ acre +)					
*Violation Fee	(\$ 67.00)				
*Investigation Fee	(\$ 67.00)				
Change of Use Fee	(\$ 116.00)				
*Water Utility Application Fee ¾”	(\$ 117.00)				
Water Utility Connection Estimate	(\$1500.00)				
Water Utility GFC	(\$2800.00)				
Water Utility Special Assessment					
*Sewer Utility Application Fee	(\$ 109.00)				
Sewer Utility Connection Estimate (Lic. Contractor)					
Sewer Utility GFC	(\$7240.00)				
Sewer Utility Special Assessment					
Right-of-Way Permit	(\$ 210.00)				
*Civil Plan Only Application Fee	(\$)				
Civil Plan Review Fee	(\$1000.00)				
Civil Plan Inspection Fee	(\$)				
Traffic Impact Fee	(\$3217.00)				
Outstanding City Utility Bill					
TOTAL FEES					
Date Fee Receipt Verification					

* Fees payment required at time of application submittal acceptance shown in Project Estimation column.

COMMENTS: Date_____

Y ___ N___ Mason County Health Review Required?

Related Permit Numbers

Building Permit	
Right-of-Way Permit	
Utility Number	
Others	

Application to Permit Process

Application Process	Date Accepted Building Plans	Date Accepted Civil Plans
Intake		
Triage		
Review		
Compile Comments		
Verification of Fee Payment		
Permit Issued		