

# Residential Construction Building Permit Application



*“Building A Stronger Community  
TOGETHER”*



## Community & Economic Development

## **Residential Building Permit New Construction**

### **DEFINITION**

A residential building permit is required for one and two family dwellings. Multi-family buildings, although residences, are treated as commercial buildings and require a Commercial Building Permit.

PROCEDURES IN THE RESIDENTIAL BUILDING PERMIT PROCESS:

### **STEP 1: PRELIMINARY REVIEW**

The Building Department can inform the applicant of the requirements for building a new residence.

The Engineering Department can provide assistance on driveway access, water and sewer utilities, storm drainage plans and erosion control measures which must be implemented prior to any on site land disturbing activity (i.e., clearing, grading, excavation, fill, etc.).

### **STEP 2: PERMIT APPLICATION**

#### **BUILDING PERMIT APPLICATION**

The applicant shall submit the application form, with the following required information: **(Incomplete applications will NOT be accepted and will be returned to the applicant to supply the required information).**

- Legal Description and parcel number of the property.
- Owner's and Contractor's name, address, telephone number and contractor's state license number and city business license number.
- Applicable square footage of proposed building (unfinished and finished).
- Detailed description of work.
- Size of electrical service (Separate permit through L&I required, call 360/902-6350).
- Completed Mechanical/Plumbing Permit.
- Number of plumbing fixtures.
- Type of heating/fuel source (indicate KW or BTU rating).
- Washington State energy and ventilation submittal requirements.
- Completed lot coverage calculation form (include driveway and sidewalks).

**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. Staff, on a case-by-case basis per IBC Appendix J, shall determine this requirement.
- 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.

## PLOT PLAN

**The applicant shall also submit five (5) copies of an overall plot plan (scale of 20' = 1") on 8 ½ x 11 (minimum) paper showing the following:**

- Show all property dimensions and square footage of lot area.
- Location of all existing and proposed structures showing dimensions of building(s), and other new construction such as decks, driveways, sidewalks, etc.
- Setbacks of the building(s) and other new construction to all property lines.
- Identify all bodies of water (i.e. creeks, Oakland Bay, etc.).
  
- Setbacks of all building(s) to all bodies of water. (If structure is within 200' of a body of water a Shoreline Permit is required (only required for duplex or greater).
- Drainage arrows, which show the way that surface water flows from the new construction, driveway and/or fire access, and how it will be controlled.
- Location of all down spouts and infiltration galleries.
- Location and dimensions of impervious surfaces such as driveways, patios and sidewalks. (If impervious surface exceeds 5000 sq. ft., an engineered design is required.)
- Show all significant topographic features (i.e. existing utilities, buildings, drainage ways, etc.).
- Easements (i.e. utility, access, etc.), all surrounding roadways (i.e. main roads, alleys and side roads).
- Elevation of corners of property
- Finished floor elevations of buildings.
- Area of property that will be cleared and notation of trees over 6" in diameter. If the property is void of trees, so state.
- Location of sewer and water services and indicate whether existing or proposed (i.e. show existing water meter or proposed location).
- Show legal driveway access, dimensions and surfacing of said driveway (with culvert indicate proposed surfacing).
- Show nearest fire hydrant.
- Indicate fire access and surfacing (i.e. structure may be no more than 105' from the nearest fire hydrant). An approved fire access road needs to be within 300'.
- Location of garbage pickup.

**A sample Site Plan and Topographic Site Plan are provided for your information.**

## CONSTRUCTION DRAWINGS

Applicant shall also submit five (5) legible drawings designed to the 2006 International Residential Code, 2006 Washington Energy Code and the 2006 Washington State Ventilation and Indoor Air Quality Code of the residence using a recognized scale (1/4"=1' preferred) showing the following:

- Floor framing plan – all floor levels represented.
- Floor plan – uses of rooms noted.
- Roof framing plan – using pre-manufactured trusses?
- Foundation plan with full dimensions.
- Deck/Porch framing plan – roof framing for covered decks?
- Building elevations (all sides).
- Direction, size and spacing of all floor, ceiling and roof framing, members, girders, column, posts and beams (including lumber grade and species).
- Non-conventional framing? Engineering is required.
- Location of all walls and partitions and door sizes. Does bearing wall height exceed 10'? (Engineering is required.)
- Braced wall panels (shear walls) marked on plans or lateral engineering? (Plans will not be approved if not provided.)
- Concrete walls – does concrete wall height exceed 8'? (Engineering is required.)

- Identify brace wall lines and associated hardware. Indicate manufacturer and connection #.
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances and woodstoves.
- Complete electrical layout.
- Window sizes marked on plans. Complete energy worksheet. WSEC & UIAQ.
- One typical section through exterior wall showing all details of construction from footings to highest point roof.
- Additional sections and details as necessary to explain fully all non-typical construction items.

### **STEP 3: CONSTRUCTION AND PERIODIC INSPECTION**

After Step 2 has been completed, and the Building Permit has been issued, construction can begin. During construction, members of the Building, Engineering, Fire and Planning Departments will conduct various inspections. Contact the necessary department at 360/426-9731, to request inspections or if you have any questions.

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 INSPECTIONS AND CERTIFICATE OF OCCUPANCY**

Once the construction is completed, the developer or contractor must contact Community and Economic Development for final inspections (48 hour notice is required) for the Building, Engineering, Fire and Planning Departments. For new construction, once these conditions are met, the Certificate of Occupancy will be issued and the building will be ready for occupancy.

A Certificate of Occupancy is required for all new construction. 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.**

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.

<b>Owner's Affidavit</b> 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.	<b>Contractor's Affidavit</b> 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+	\$20.00	
	Floor/Wall/Unit Heaters	\$16.28	
	Appliance Vent	\$8.00	
	Heating/Refrig. /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	\$11.70	
	Ventilation Fan to Single Duct	\$8.00	
	Hood & Exhaust Ducts Res/Com	\$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	
<b>Basic Permit Fee:</b>			\$25.85
<b>25% Commercial Plan Review Fee:</b>			
<b>Total Permit Fees:</b>			

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	
<b>Basic Permit Fee:</b>			\$22.00
<b>65% Commercial Plan Review Fee:</b>			
<b>Total Permit Fee:</b>			

Use of Building:	State Surcharge Fee	\$	4.50
Change Use To:	Building Permit Fee	\$	
Type of Construction:	Plan Review Fee	\$	
Division:	Demolition Fee	\$	
No. of Stories:	Mechanical Permit Fee	\$	
Use Zone:	Mechanical Review Fee	\$	
Number of Dwelling Units:	Plumbing Permit Fee	\$	
Change of Use From:	Plumbing Review Fee	\$	
Occupancy Group:	Fire Dept. Plan Review Fee	\$	
Size of Building (total sq. ft):	Sprinkler Review Fee	\$	
Maximum Occupancy Load:	Violation Fee	\$	
Fire Sprinklers Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Investigation Fee	\$	
	General Facility Charge-Water	\$	
	General Facility Charge-Sewer	\$	
	<b>Total Fees</b>	\$	

  

Plans Reviewed By: Date:	
Permit Issued By	Date:

# Lot Coverage Calculations

Project Address: \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Square feet of living space:

1<sup>st</sup> Floor: \_\_\_\_\_

2<sup>nd</sup> Floor: \_\_\_\_\_

Total SF: \_\_\_\_\_

Garage: \_\_\_\_\_

Total SF of Roof: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Square Feet

SF of driveway, walk, patio: \_\_\_\_\_

SF 1<sup>st</sup> Floor and garage: \_\_\_\_\_

Total SF Impervious Surface: \_\_\_\_\_

% Coverage:

Building: \_\_\_\_\_

Site: \_\_\_\_\_

CITY OF SHELTON  
**DEPARTMENT OF COMMUNITY ECONOMIC DEVELOPMENT**  
 BUILDING DEPARTMENT

**2006 Washington State Energy Code (WSEC)  
 2006 Ventilation and Indoor Air Quality Code (VIAQ)**  
*Effective July 1, 2007*

**Code Compliance Application Form**

**The following information will be required for the WSEC and VIAQ plan review:**

Complete the Washington State Energy Code/ Ventilation and Indoor Air Quality Code (WSEC/VIAQ) application.

The window and door schedule should include all windows, skylights, sliding glass doors, French doors and any other door with 50% glass or more. Use rough opening dimensions of windows and doors to calculate size. It is always helpful to list the u-factors of windows and doors, if known. If you do not know u-factors, the plan reviewer will assume all window & door glazing will have a u-factor of .35 or less. When using the area weighted average method to comply with the prescriptive path includes calculations with submittal documents. On your building plans note the location and fuel type of heating system, water heater, location of exhaust fans (bathroom, laundry, kitchen, etc.) and R-factor of proposed insulation for walls, floors, ceilings, and slabs.

**Outdoor lighting permanently mounted to a residential building or to other buildings on the same lot shall be high efficacy luminaires or motion sensor with integral photo control photo sensor. All linear fluorescent fixtures must be fitted with T-8 or smaller lamps, but not T-10 or T-12 lamps.** To verify compliance, provide lighting information on plans.

Questions? Call City of Shelton Community and Economic Development at (360) 426-9731. Additional WSEC and VIAQ compliance information is also available on the WSU-Energy Program website at: <http://www.energy.wsu.edu/code/>

**Prescriptive Requirements <sup>0,1</sup> for Group R Occupancy  
 Climate Zone 1, Table 6-1**

Option	Glazing Area % of Floor 10	Glazing U-factor		Door U- Factor <sup>9</sup>	Ceiling <sup>2</sup>	Vaulted Ceiling <sup>3</sup> <i>See note below</i>	Wall Above Grade <sup>12</sup>	Wall interior <sup>4</sup> below grade	Wall exterior <sup>4</sup> Below Grade	Floor <sup>5</sup>	Slab <sup>6</sup> on Grade
		Vertical	Overhead <sup>11</sup>								
<b>I</b>	10%	.32	.58	.20	R-38	R-30	R-15	R-15	R-10	R-30	R-10
<b>II *</b>	15%*	.35	.58	.20	R-38	R-30	R-21	R-21	R-10	R-30	R-10
<b>IV</b>	Unlimited Single Family Res. (R-3) Only	.35	.58	.20	R-38	R-30	R-21	R-21	R-10	R-30	R-10

\*Reference Case/ Call (360) 432-5175 for footnote information. Log & solid timber wall with a min. avg. thickness of 3.5" are exempt from the above grade wall insulation requirements. **Vaulted ceilings shall be limited to 500 sq. ft. of ceiling area for any one dwelling unit.**



## Washington State Energy Code and Ventilation & Indoor Air Quality Code GENERAL COMPLIANCE INFORMATION

This attachment was designed to assist homebuilders in understanding and comply with the State Energy and Ventilation Code requirements. If you have any questions regarding compliance measures, please do not hesitate to contact the Mason County Building Department- (360) 427-9670 extension 352.

**VENTILATION** - Outside the conditioned area.

**-Crawlspace** – 1 SQ.FT. of Net Free Area for every 150 SQ. FT. of floor area. -Cross-vented for air flow- use a non-closing Vent.

**-Attic area** – 1 SQ. FT. of Net Free Area for every 300 SQ.FT. of ceiling area. A low to high, 50/50 split is the ideal, if you Experience problems achieving this “target” amount of ventilation due to a complex roof configuration talk to your building Inspector and take the agreed upon action.

**-Vaulted Ceilings** – To achieve the required ventilation you may need to vent block each rafter bay and use an approved ridge vent material. Again talk it over with your building inspector if a problem exists. -The key is to know what amount of ventilation is required for your situation.

**VENTILATION** – Inside the conditioned area. **(See V&IAQ Table 3-2)** for sizing.

**KNOW YOUR FAN REQUIREMENTS** – FAN FLOW (CFM) RATED AT .25 WG (WATER GUAGE)

**NOTE:** Generally the CFM rating shown on the manufactures packaging indicates a test at .1 WG, this means that the flow rate (CFM) of the fan was tested with the one tenth of an inch of water column against it. The code requires that the fan flow rate (CFM) achieve the required rating at .25 WG, or one quarter of an inch of water column. When the flow is tested with this higher static pressure against it, the exhaust fans capacity to move air is reduced.

**-Wet rooms** (all bathrooms, laundry rooms, water closets, etc....)- 50 CFM at .25 WG. **Kitchen** – 100 CFM at .25 WG. **Whole House fans** – This fan is sized according to the number of bedrooms in the home. See the Whole House Exhaust Fan Prescriptive Requirements **(Table 3-2 V&IAQ)** for sizing. The approved building plans will have a label specifying the minimum requirement for your Whole House Fan. Whole House Fan CFM requirements are rated at .25 WG and a some rating of 1.5 at .1 WG with both manual and automatic controls.

A Continuous Operating System may be an option to consider. This central, remotely located unit, ducted from each wet room will meet code requirements. More information is available upon request.

**EXHAUST FAN DUCTING** – See Prescriptive Exhaust Duct Sizing **(Table 3-3 V&IAQ)** for specifications. Different size fans (CFM ratings) require different duct sizes. There are also restrictions on the length, number of elbows, and how the duct run will terminate outside the structure. Minimum duct diameter is 4”. Flex duct is not allowed in non-accessible areas (floor joists, ceiling rafters, etc...). Insulate exhaust ducts to R-4 when outside the conditional area.

Dedicated terminus required for each duct. (Mechanically fasten and seal duct to this terminal element). Positive connection (mechanically fastened and sealed) to fan box off or nipple.

Mechanically fasten and seal ducts at all connections/splices with welds, gaskets, mastics (adhesives), or mastic-plus- embedded-fabric systems installed in accordance with manufacturer’s installation instructions. Other tapes may be approved when installed in accordance with the listing or when ducts are located entirely within the conditioned space of the building. See WSEC Section 503.10.1 for more information.

**FRESH AIR TO EACH HABITABLE ROOM – Ventilation & Indoor Air Quality Code**

Windows frame vents. Through the wall ports. Using an integrated system with your HVAC ducting may satisfy this requirement.

**PENETRATION SEALING** – Inspected during the “ Framing/Plumbing/Mechanical inspection.” Seal around windows and doors. Expanding foams may affect the frames of windows and doors and are not approved as a sealant around doors and windows. Under wall plates or where bottom plate meets sub floor. Seal all wiring and plumbing penetrations in the framing between conditioned and non-conditioned areas (typically ceiling, walls, and floors). Seal around the electrical wire (Romax) where it enters the electrical boxes. Be sure to seal plumbing cutouts for tubs, showers and sinks. Seal around electrical boxes and fans after drywall has been hung (checked at the Final Inspection).

#### **MORE INFORMATION ON THE BACK OF THIS PAGE**

**INSULATION** – Know what is required in all areas of the project.

Floor – substantial contact with the underside of sub floor – twine, or support at 24” on center.

Ceiling – in stall insulation baffles to maintain ventilation in attics and vaults (this may also be a concern with the floor insulation). Insulation in single rafter joist spaces, 13-inches or greater shall have R-38 insulation. Other single rafter joist spaces up to 500 sq. ft. may be insulated with R-30 insulation. Rim joist – not compressed, be sure the vapor retarder intact.

Be sure insulation is slashed for wiring and plumbing and cut out for electrical boxes.

Insulation is not to be compressed, this reduces its insulation capacity – cut insulation to fit around boxes, wiring, etc. Insulate attic access and doors (to ceiling R-Value) and weather-strip.

Insulate all water lines in non-conditioned to R-3. Vapor retarders and Kraft back insulation is to be face stapled to framing members. Poly vapor retarders are a shall have a minimum 4 mil perm rating. Approved vapor retarder paint may be used provided it is applied per manufacturer instructions and empty cans are left on-site for the building Inspector to see.

#### **HAVC DUCTING AND THERMOSTATS**

Mechanically fastened and sealed joints. Insulated to R-8 when outside the conditioned area.

Programmable, ramping type thermostats are required on all heat pump systems.

All low-pressure supply and return duct transverse joints, and enclosed stud bays or joist cavities/space used to transport air, shall be securely fastened and sealed with welds, gaskets, mastics (adhesive), or mastic-plus-embedded-fabric systems installed in accordance with the manufacturer’s installation instructions. Exception: 1) ducts entirely located within the conditioned space. 2) UL181A (rigid fibrous glass ducts) may be used when installed in accordance with the listing. 3) UL181B ((flexible air ducts) may be used when installed in accordance with the listing. 4) Where enclosed stud bays or joist cavities/spaces are used to transport air sealing may be accomplished using drywall, drywall tape plus joint compound. 5) Tapes installed in accordance with the manufacturer’s installation instructions, provided detailed information specific to application on ducts, including approved duct materials and required duct surface cleaning.

#### **WINDOW U- VALUES- KNOW YOUR U-VALUE REQUIREMENTS**

Changes to the approved building plans will require approval prior to making changes. Typically windows and doors must have u-factor of .40 or less as evidenced by the NFRC sticker attached to the windows. If u-factors exceed .40, U-factor averaging will be required and must be calculated, submitted to the building dept. for approval, and approved prior installation.

#### **RECESSED LIGHTING FIXTURES**

Labeled type IC rated, manufactured with no penetrations between the inside of the recessed fixture and ceiling cavity and sealed or gasket to prevent air leakage into the conditioned space. Lamps shall be certified under ASTM E283 to have no more than 2.0-cfm air movement from conditioned space to the ceiling cavity. The lighting fixture shall be tested at 75 Pascal’s or 1.57 lbs./S.F. pressure difference and have a label attached, showing compliance.

If you are installing recessed lighting fixtures between floors (heated basement and main floor living area) these fixtures need not be type IC rated.

### **LIGHTING**

All outdoor lighting fixtures, permanently mounted to a residential or other buildings on the same lot shall be high efficacy luminaries. Exception: Permanently installed outdoor luminaries that are not high efficacy shall be allowed provided they are controlled by a motion sensor(s) with integral photo control photo sensor. All linear fluorescent fixtures must be fitted with T-8 (1-inch diameter) or smaller lamps (but not T-10 or T-12).

### **HEATING AND COOLING EQUIPMENT**

Heating and cooling equipment size shall be limited to 150% of heating load and shall be sized based on building loads calculated in accordance with Air Conditioning Contractors of America Manual J or other approved heating and cooling calculation methodologies. Manual J is a heating and cooling heat load calculation method. This method takes some training. See <http://www.acca.org/tech/manualj/> for more information. (Reference IRC M1401.3, WSEC 503.2.2)

### **BASEMENTS**

Compliance by Prescriptive Path with a slab application? Remember R-10 perimeter until 24" below grade. Conditioned basements must meet penetration; insulation, vapor retarder, and wall cover requirements.

This list of "tips" for achieving compliance to the Energy and Ventilation & Indoor Air Quality Codes is not intended to be all inclusive, or used as a checklist. Its purpose is rather to serve as an informational aid in getting code requirements out to builder to assist in Making you project flow smoother by avoiding surprises and delays.

**City of Shelton Community and Economic Development  
WSEC / VIAQ Compliance Application**

Owner:	Telephone:	Parcel #:
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Type of Project    New Residence    Addition    Remodel

**Total Sq. Ft. of:**

Heated Area: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ Heated Basement: \_\_\_\_\_

**Heating System Type:**

- Electric Wall Heater       Electric Central Furnace       LPG Furnace  
 Heat Pump with Electric Furnace       Heat Pump with Gas Furnace  
 Boiler, Specify Fuel Type: \_\_\_\_\_       Other, Specify: \_\_\_\_\_

Glazing Percentage: \_\_\_\_\_ % (See Below)

**Compliance Method (Check One):**

- Prescriptive Option (See Reverse Side) Circle One:      I      II      III  
 Component Performance, Chapter 5 – Calculation worksheets required.  
 Systems Analysis, Chapter 4

**Ventilation System (Check One):**

- Whole House Ventilation System (using exhaust & window or wall fresh air vents (VIAQ 303.4.1)  
 Whole House Ventilation using a Heat Recovery Ventilation (VIAQ 303.4.4)  
 Whole House Ventilation Integrated with a Forced Air System (VIAQ 303.4.2)  
 Whole House Ventilation using an inline supply fan. (VIAQ 303.4.3)

**Window and Door Schedule (If needed, attach an additional sheet).**

Manufacturer	Room/Location	U-Factor	Size	Quantity	Total Square Feet
<b>Windows:</b>					
Windows: Total Square Feet					
<b>Doors:</b>					
Doors: Total Square Feet					
<b>Total Window and Door Area</b>					

Total Window and Door area \_\_\_\_\_ / (divided by) total square feet of heated area \_\_\_\_\_ = \_\_\_\_\_ % of glazing.

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 \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

**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.



# 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.

# 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 January 23, 2008**