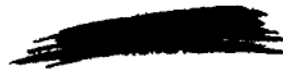


# Remodel Residential Construction Building Permit Application



*“Building A Stronger Community  
TOGETHER”*



## Community & Economic Development

**RESIDENTIAL BUILDING PERMIT**  
**REMODEL, REDEVELOPMENT OR ADDITION**

**STEP 1: PRELIMINARY REVIEW**

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

The Engineering Department can provide assistance with requirements for site redevelopment, including 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 (unfinished and finished).
- Detailed description of work.
- Valuation.
- Electrical information, if applicable.
- Number of plumbing fixtures, if applicable.
- Washington State energy and ventilation submittal requirements.

**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 plan of each floor being remodeled (include an existing floor plan). Indicate proposed use for all rooms.
- Location of all walls and partitions and sizes of doors.
- Any plumbing, mechanical and/or electrical work being done.
- Building elevations (all sides), if applicable.
- Direction, size and spacing of all floors and ceilings.

**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.

## **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. Please do NOT leave messages for inspections.

CALL TWO WORKING DAYS BEFORE YOU DIG 1-800-424-5555 <a href="http://www.callbeforeyoudig.com">www.callbeforeyoudig.com</a> Utilities Underground Location Center
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## **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.

### **\*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: \_\_\_\_\_



**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.

<u>Owner's Affidavit</u> 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 form the Building Department.	<u>Contractor's Affidavit</u> 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
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**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	\$	
Plans Checked By: Permit Issued By:	General Facility Charge-Water	\$	
	General Facility Charge-Sewer	\$	
	<b>Total Fees</b>	\$	

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 luminaries 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.**

**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.