



# NON-RESIDENTIAL PERMIT

- New
- Addition
- Change of Occupancy/Use
- Mechanical/Plumbing
- Remodel

## SUBMITTAL CHECKLIST

- Master Application.
- Minor Application (for plumbing, mechanical)
- Commercial Electrical Application
- Site Plan Requirement Checklist (see attached).
- Building Plan Requirement Checklist (see attached).

Name of Project: \_\_\_\_\_

Architect: \_\_\_\_\_ CompanyName \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ zip \_\_\_\_\_

Phone #: \_\_\_\_\_ #Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contractor: License#: \_\_\_\_\_ Expire Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Engineer: \_\_\_\_\_ CompanyName \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

	New Square Footage	Remodeled Square footage	Heated square footage	Occupancy Classifications <input type="checkbox"/> Separated <input type="checkbox"/> Non-Separated
Basement				
First Story				
Second Story				
Third Story				

Energy Code Review by	Tribe	Wabo special plans examiner
Sprinkler system provided <input type="checkbox"/>	Fire Alarm provided	
Estimated project Value	\$ _____	

### Non-Residential Application Supplemental Requirement Checklists

The applicant shall check the box in the Applicant check box column to indicate that the information has been provided or write "N/A" next to the box.

	<b>Supplemental Requirements Checklist</b>	ND-no deferral allowed	Approved Deferral
<input type="checkbox"/>	A completed non-residential application for each septate structure	ND	ND
<input type="checkbox"/>	A completed mechanical and plumbing form, when applicable	ND	ND
<input type="checkbox"/>	Four Sets of 11"x17" drawings	Nd	ND
<input type="checkbox"/>	One set of full-size plans	ND	ND
<input type="checkbox"/>	Two copies of structural calculation, where applicable	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	One soil report where the assumed soil bearing is more than 1500 PSI	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Two copies of Energy code lighting, envelopes, and mechanical forms	<input type="checkbox"/>	<input type="checkbox"/>

Site Plan Submittal Requirement Checklist - Please use the checklist to ensure all required information is provided on the site plan. Incomplete site plans will not be accepted • Site plan shall be legible and drawn to a standard engineer scale (example: 1" = 30' or 1" = 100') on 11 X 17 • Site plan shall be prepared in black ink. Colored site plans or aerial photographs are accepted.in certain situations • All applicable items noted below shall be addressed on the site plan. • Use two site plans for large parcels that do not fit on an 11 X 17 sheet. One overall site plan showing the entire property and one detail of the area to be developed.

○ All property boundaries and dimensions
○ North arrow, site address, tax parcel number and map scale used.
○ Size of property
○ Footprint of all existing and proposed structures (please identify structure type: house, barn, shop, shed, etc.)
○ Existing and proposed driveway locations and easements
○ Location of all existing and proposed utilities such as septic tanks, drain fields, drain field reserve areas, sewer lines, water lines, wells, and springs.
○ All known or delineated critical areas and buffers (example: wetlands, streams, steep slopes, flood plain, high groundwater)
○ Topographic information for entire property. Contour information may be provided on a separate sheet. Information may be obtained from Thurston County Geodata Mapping based on available County 2-foot contour maps. A note shall be made on the site plan if the parcel is flat.
○ Areas to be cleared, graded, filled, excavated or otherwise disturbed.
○ Impervious surface calculations. Use the attached impervious surface worksheet to
○ assist you with your calculations. Submit the worksheet at the time of application or show calculations on the site plan. Additional calculations may be requested for shoreline properties
○ Vicinity sketch showing property location in relation to major roads and highways.
○ Storm Water Drainage Plan - The site plan shall demonstrate how storm water will be managed on-site. The following shall be depicted on the site plan.
○ Location and type of storm water drainage facility proposed for the project (Example: gutters with down spouts, splash blocks, drywell, infiltration trench, etc.)
○ Location and type of erosion/sediment control (Example: silt fence, straw wattles, etc.)
○ If new or existing driveway is served off a public road, show the new pav

Once the form is completed, please return it to the Building Department: Jen Elliott 360-456-5221x1366.