

BUILDING PERMITS

GENERAL INFORMATION

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.

This packet of information outlines submittal requirements and contains required forms for most types of building permits applicants might need to submit to the City.

DETERMINING WHAT TYPE OF PERMIT YOU NEED

Following is a general guide to assist applicants in determining which type of building permit you may need to submit to the City:

PERMIT NAME	DESCRIPTION	TIMING FOR 1 ST REVIEW
NEW COMMERCIAL, MULTI-FAMILY AND MIXED USE	Required for all new structures not classified as R-3 occupancies – this includes all new commercial, multi-family (3+ units), and mixed use structures. Also required for improvements that change the footprint of existing commercial, multi-family and mixed use structures.	4 – 6 weeks
TENANT IMPROVEMENT	For improvements to commercial, multi-family (3+ units), and mixed use structures when all improvements are within the existing footprint of the structure.	2 – 4 weeks
CHANGE OF USE	For commercial, multi-family, and mixed-use occupancies that wish to change the occupancy classification of the structure, for example, a structure classified as a B (business) occupancy being reclassified as an M (mercantile) occupancy.	2 – 4 weeks
MECHANICAL AND PLUMBING PERMITS	For the installation or replacement of mechanical and plumbing fixtures/equipment.	1 – 2 weeks
SOLAR SYSTEM PERMITS	For the installation of photovoltaic (solar) systems.	1 – 2 weeks
NEW SINGLE-FAMILY RESIDENTIAL AND DUPLEXES	For all new single-family and duplex structures (i.e. R-3 occupancies) and additions to existing R-3 occupancies.	2 – 4 weeks
SINGLE-FAMILY RESIDENTIAL REMODEL	For improvements to homes when all improvements are within the existing footprint of the structure. Changes to the footprint of the existing structures are processed as New Single-Family Permit.	2 – 4 weeks
SIGNS	For the installation of permanent signs. There is a separate permit application for signs located on the City's website.	1 – 2 weeks
SINGLE-FAMILY DECK, WALL, OR FENCE	For the construction of a deck, wall or fence. There is a separate permit application for decks, walls and fences located on the City's website.	1 – 2 weeks

NOTEWORTHY ITEMS TO ASSIST WITH SUBMITTING COMPLETE APPLICATIONS

- Plans/calculation/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- Most businesses operating in Mount Vernon are required to have a State and City business license. This includes contractors and subcontractors even if the general contractor already has these licenses.
- Plan review fees are required at time of submittal.
- Plans are required to be to scale and a minimum size of 11" x 17".
- Pre-Application meetings are required for most permits except for mechanical, plumbing, solar, demolition and re-roof permits.
- Some permits are required to be submitted entirely on the portal. These permits are noted in the table on page 3 with an asterisks "***".

SUBMITTAL REQUIREMENTS & ITEMS INCLUDED IN THIS PACKET

One paper copy (plans to be a minimum size of 11"x 17") and one copy in an electronic format (complying with the City's Electronic Document Requirements as outlined in this packet) of each of the submittal items listed on the table on page 3, is required to be submitted to the City at the same time. Permits with an '*' are permits that are required to be submitted entirely on-line. Attached to this packet are several forms that, depending on the type of permit being submitted, may need to be completed. These forms include:

- Form A: Building Permit Application
- Form B: Building and Site Information Form
- Form C: Plumbing and Mechanical Fixtures Form
- Form D: Architectural Plan Requirements
- Form E: Site Plan Requirements
- Electronic Submittal Requirements Handout

ADDITIONAL HANDOUTS

Please note there are additional handouts available on the City's website to assist applicants in submitting technically complete applications. This additional information can be found on the City's website by navigating to: www.mountvernonwa.gov; once on the home page in the upper right hand corner use the search window to direct you to the following documents.

- Single Family Residential Erosion & Sediment Control Standards
- Fill and Grade Permits with Attachments
- Single-Family Residential Example Site Plan
- Landscape Site Plan Example
- Special Inspection and Testing Agreement

SUBMITTAL REQUIREMENTS

One paper copy (no less than 11" by 17") and one copy in an electronic format (complying with the City's Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **at the same time**. Permits with an "*" are permits that are required to be submitted entirely on-line. See pages 4 and 5 for details on what each submittal item is required to contain.

PERMIT TYPES → ITEMS REQUIRED TO BE SUBMITTED ↓	NEW COMMERCIAL, MULTI-FAMILY & MIXED USE	TENANT IMPROVEMENT (INTERIOR ONLY)	CHANGE OF USE	MECHANICAL & PLUMBING (*)	RE-ROOF (*)	DEMOLITION (*)	SOLAR SYSTEM	SIGNS (*)	NEW SFR OR DUPLEX (ADDITIONS & ACCESSORY STRUCTURES TOO)	REMODEL TO SFR (INTERIOR ONLY)	MANUFACTURED HOME	SFR DECK, FENCE, EXTERIOR WALL
Building Permit Application (FORM A - attached)	✓	✓	✓	(*)	(*)	(*)	✓	(*)	✓	✓	✓	✓
Structure & Site Information (FORM B - attached)	✓	✓	✓						✓	✓	✓	✓
Mechanical & Plumbing Fixtures (FORM C - attached)	✓	✓	✓	✓					✓	✓		
Architectural & Site Plan Requirements (FORMS D & E - attached)	✓	✓	✓					✓	✓	✓	✓	✓
Architectural Plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Plan	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
Erosion & Sediment Control Plans	✓					✓			✓		✓	✓
Landscape Plans	✓					✓			✓		✓	
Structural Plans & Calculations	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Design Standards Plans	✓								✓			
Energy Code Plans & Forms	✓	✓	✓						✓			
Manufacturer's Specifications/Cut Sheets	✓	✓		✓	✓		✓				✓	
Subdivision Guarantee	✓								✓		✓	✓
Technical Reports (see page 5 to determine what, if any, technical reports are required to be submitted)	✓					✓			✓		✓	✓
Other Required Permits (see page 5 to determine if other permits will be required)	✓	✓	✓						✓	✓	✓	✓

(*) Permits submitted entirely through permit portal for single family residential mechanical and plumbing permit, single family residential and commercial demolition permits and sign permits. Contact a Permit Technician for assistance at PermitTech@mountvernonwa.gov or (360) 336-6214. The Portal can be accessed at <https://ci-mountvernon-wa.smartgovcommunity.com/Public/Home>.

INFORMATION ON ITEMS REQUIRED TO BE SUBMITTED

Additional details on certain submittals is provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City.

- **APPLICATION FORMS AND HANDOUTS:** Accompanying this Handout is a copy of FORMS A – E and a handout on Electronic Submittal Requirements. These forms and handouts can also be downloaded from the City’s website by navigating to the City’s website at: www.mountvernonwa.gov; once on the home page in the upper right hand corner use the search window to direct you to the particular application form you are looking for.
- **ARCHITECTURAL PLANS:** Form D accompanying this Handout contains a list of all the items required to be shown on Architectural Plans.
- **SITE PLANS:** Form E accompanying this Handout contains a list of all the items required to be shown on Site Plans.
- **TEMPORARY EROSION & SEDIMENT CONTROL PLANS:** Drawings of the entire site showing the proposed erosion control measures for the project in conformance with the City of Mount Vernon site plan submittal requirement standards and the Surface Water Design Manual adopted by the City of Mount Vernon. Temporary erosion & sediment control plans are required anytime there is land disturbance.
- **LANDSCAPE PLANS:** Form E accompanying this Handout contains a list of all the items required to be shown on Site Plans that includes landscape plan requirements.
- **STRUCTURAL PLANS:** Plans prepared and stamped by a State of Washington licensed professional structural engineer drawn at a scale approved by the Building Official clearly indicating the information required by the “Permits” section of the currently adopted International Building Code and Chapter 19.27 RCW (State Building Code Act, Statewide amendments), and City submittal forms including: structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts; cross-section details, as needed, to show typical foundation, floor, wall, ceiling and roof construction; insulation of walls, floors and roof/ceiling; and details of stairs, fireplaces and special construction, if any.
- **STRUCTURAL CALCULATIONS:** An analysis of loads, materials, etc., prepared and stamped by a State of Washington licensed professional structural engineer.
- **DESIGN STANDARD PLANS:** Form D accompanying this Handout contains a list of all the items required to be shown on Design Standard Plans.
- **ENERGY CODE FORMS:** The standard Washington State Energy Office form requesting the information required under Chapter 51-11 WAC detailing building components used to comply with the State Residential or Nonresidential Energy Code, as applicable.
- **MANUFACTURER’S SPECIFICATIONS/CUT SHEETS:** A document that summarizes the performance and other technical characteristics of a product, machine, component, material, or subsystem (e.g., a power supply) in sufficient detail that allows the City to determine the product will be in compliance with applicable codes.

- **SUBDIVISION GUARANTEE:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development and that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. Copies of all the encumbrances listed within the certificate or report shall be provided.

OTHER SUBMITTALS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of technical reports that will be required to be submitted to the City when certain circumstances exist on or near a site an Applicant is planning on making improvements to. The general triggers for each of the listed technical reports is provided below.

- CRITICAL AREA REPORTS:** In general, Critical Area reports are required when wetlands and/or streams are located on or near a site. Critical Area Mitigation plan(s) could also be required, depending on the project proposal. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- GEOTECHNICAL REPORT:** In general, Geotechnical Reports are required when work is proposed on or near slopes in excess of 15% and/or known landslide hazard areas. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- STORMWATER DRAINAGE REPORT:** In general, Stormwater Drainage Reports are required when an applicant is proposing to add or replace more than 2,000 square feet of impervious surfaces. See Mount Vernon Municipal Code Chapter 13.33 for additional information.

OTHER PERMITS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of other permits that could be required in certain circumstances. The general triggers for each of the listed permits is provided below.

- TRANSPORTATION CONCURRENCY:** Transportation concurrency is required any time a project will generate more than 5 PM peak trips and requires 3rd party review. Cost for 3rd party review will be assessed to the applicant.
- FLOODPLAIN DEVELOPMENT PERMIT:** Any development located in a designated floodplain will require a Floodplain Development Permit.
- FILL AND GRADE PERMIT:** Grading (importing, exporting, and/or moving material on a site) of more than 50 cubic yards and/or if grading modifies the existing flow of stormwater or ground water.
- RIGHT-OF-WAY PERMIT:** A right-of-way permit is required anytime the public right-of-way is disturbed or obstructed in anyway by private development or the general public.

PERMIT
NUMBER:

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:			
PARCEL NUMBER(S):			

② PROPERTY OWNER INFORMATION

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:		CELL:	EMAIL:	

③ CONTRACTOR INFORMATION

ALL CONTRACTORS & SUBCONTRACTORS MUST HAVE A VALID STATE AND CITY BUSINESS LICENSE PRIOR TO DOING WORK IN THE CITY.

NAME:				
CONTRACTOR'S BUSINESS LICENSES	State License Number:	City License Number:		
	Expiration Date:	Expiration Date:		
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:		CELL:	EMAIL:	

④ CONTACT PERSON

SELECT THE **ONE** PERSON THE CITY WILL CONTACT FOR ANYTHING RELATED TO THIS PERMIT? Applicant Property Owner Contractor Other (list below)

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:		CELL:	EMAIL:	

⑤ LENDER INFORMATION

RCW 19.27.095 REQUIRES THE CITY TO OBTAIN INFORMATION WITH REGARD TO LENDERS. IF THERE ARE NO LENDERS INVOLVED WITH YOUR PROJECT WRITE "NO LENDERS" ON THE NAME LINE BELOW.

NAME:				
ADDRESS:		CITY	STATE	ZIP
TELEPHONE:		CELL:	EMAIL:	

6 PROJECT SUMMARY

PROVIDE A BRIEF NARRATIVE WITH SPECIFICS ABOUT THE PROJECT:

7 OTHER INFORMATION

TYPE OF PROJECT (CHECK ALL THAT APPLY):

COMMERCIAL OCCUPANCIES

- New Commercial
- Multi-family
- Mixed Use
- Tenant Improvement
- Change of Use
- Mechanical Only
- Plumbing Only
- Solar System
- Re-Roof

RESIDENTIAL OCCUPANCIES

- New Single-Family Residential
- Single-Family Residential Remodel
- Single-Family Residential Deck, Wall, Fence, Etc.
- Mechanical Only
- Plumbing Only
- Solar System
- Re-Roof

8 ACKNOWLEDGEMENT & SIGNATURE

READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS PRIOR TO SIGNING THIS APPLICATION:

	I understand that when a Building Permit application is taken over the counter it does not mean the application has been deemed technically complete and sufficient for staff review.
	I understand that if I submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process my permits.
	I understand and acknowledge that I could be responsible for providing as-built drawings (on mylar and electronically) as part of the project's certificate of occupancy process.
	I understand and acknowledge that Special Inspections could be required as part of my project, and if needed I will be required to pay for the cost of these inspections.
	I understand and acknowledge that financial securities could be required as part of the work I am completing and I agree to provide the items needed for the City to calculate these securities and to provide the securities themselves.
	I understand that if permits are reviewed concurrently such as design review, site plan, traffic concurrency etc., any required revisions to one permit may affect the entire plan set and could add increased costs and time to the project.

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name

PERMIT
NUMBER:

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:

PARCEL
NUMBER(S):

② DETAILED INFORMATION ON THE PROPOSED STRUCTURE

COMPLETE THE FOLLOWING INFORMATION AS IT RELATES TO YOUR PROJECT. MARK ITEMS THAT ARE NOT APPLICABLE WITH "N/A".

AREA	SQUARE FOOTAGE	OCCUPANCY GROUP	CONSTRUCTION TYPE	OCCUPANT LOAD
1 ST FLOOR:				
2 ND FLOOR				
3 RD FLOOR:				
BASEMENT:				
GARAGE:				
TOTAL DECK:				
TOTAL PORCH:				
OTHER:				
OTHER:				
OTHER:				

③ QUESTIONS ABOUT THE PROPOSED STRUCTURE

IS A FIRE SPRINKLER SYSTEM BEING INSTALLED? YES NO

IS A MONITORED FIRE ALARM BEING INSTALLED? YES NO

ARE RETAINING WALL(S) BEING BUILT? YES NO

ARE STRUCTURAL PLANS REQUIRED? YES NO

④ ADDITIOINAL QUESTIONS FOR NON-SINGLE-FAMILY STRUCTURES ONLY

LIST THE PROJECT VALUCATION:

DO YOU PLAN ON DEFERRING SUBMITTALS SUCH AS PLUMBING, MECHANCAL, OTHER? YES NO

LIST ALL DEFERRED SUBMITTALS HERE:

5 ADDITIONAL INFORMATION ON THE PROJECT SITE

- A. IS WORK WITHIN THE CITY'S RIGHT-OF-WAY PROPOSED? IF YES, YOU WILL BE REQUIRED TO SUBMIT A RIGHT-OF-WAY APPLICATION. YES NO

IF YOU HAVE ALREADY SUBMITTED A RIGHT-OF-WAY PERMIT LIST THE PERMIT NO. HERE: _____

- B. IS THE PROPERTY LOCATED IN A FLOOD ZONE? YES NO

IF YES, LIST THE FLOOD ZONE DESIGNATION HERE: _____

- C. ARE THERE SLOPES IN EXCESS OF 15% ON OR ABUTTING THE SITE? IF YES, A GEOTECHNICAL REPORT WILL LIKELY NEED TO BE SUBMITTED. YES NO

- D. ARE THERE CRITICAL AREAS OR BUFFERS ON OR ABUTTING THE PROJECT SITE? IF YES, CRITICAL AREA REPORTS WILL LIKELY NEED TO BE SUBMITTED. YES NO

- E. WILL MORE THAN 2-ACRES BE CLEARED AND/OR MORE THAN 5,000 BOARD FEET OF TIMBER BE HARVESTED? IF YES, YOU WILL BE REQUIRED TO SUBMIT A LAND CLEARING PERMIT. YES NO

IF YOU HAVE ALREADY SUBMITTED A LAND CLEARING PERMIT LIST ITS PERMIT NO. HERE: _____

- F. IS THIS PROJECT SUBJECT TO THE SEPA PROCESS? IF YES, YOU WILL BE REQUIRED TO SUBMIT A SEPA CHECKLIST. YES NO

IF YOU HAVE ALREADY COMPLETED THE SEPA PROCESS LIST THE PERMIT NO. HERE: _____

- G. IS YOUR PROJECT GENERATING MORE THAN 5 PM PEAK HOUR TRAFFIC TRIPS? IF YES, YOU WILL BE REQUIRED TO SUBMIT A TRAFFIC CONCURRENCY PERMIT. YES NO

IF YOU HAVE ALREADY COMPLETED TRAFFIC CONCURRENCY LIST THE PERMIT NO. HERE: _____

- H. IS THE PROJECT SUBJECT TO DESIGN REVIEW? IF YES, YOU WILL NEED TO PROVIDE PLANS AND OTHER MATERIALS TO COMPLY WITH DESIGN REVIEW. YES NO

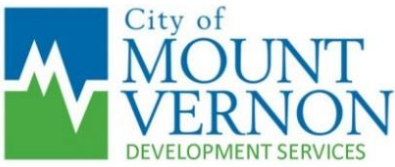
IF YOU HAVE ALREADY COMPLETED DESIGN REVIEW LIST THE PERMIT NO. HERE: _____

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name



PLUMBING AND MECHANICAL FIXTURES FORM C

① MECHANICAL EQUIPMENT BEING INSTALLED

TOTAL #	DESCRIPTION
	Air Conditioning Units
	Air Handler
	Appliance Vent
	Boiler: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
	BTUs: <input type="checkbox"/> <1 <input type="checkbox"/> >100k <input type="checkbox"/> 1 Mil
	HP: <input type="checkbox"/> <3 <input type="checkbox"/> 3 – 15 <input type="checkbox"/> 15 – 30
	Clothes Dryer/Duct: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
	Evaporative Cooler
	Exhaust Fans
	Fireplace or Insert
	Furnace: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
	BTUs: <input type="checkbox"/> <100k <input type="checkbox"/> >100k
	Gas Wall Heater
	Gas Piping: One – Five Outlets (include all gas appliances)

TOTAL #	DESCRIPTION
	Gas Piping: Additional Outlets More than Five
	Gas Stove/Range
	Heat Pump
	Hydronic Heating
	Incinerator
	Kitchen Hood: <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 (Residential)
	Medical Gas Piping: One – Five Outlets/Outlet
	Medical Gas: Additional Inlet/Outlet more than five
	Refrigeration Unit
	Roof Top Unit
	Ventilation Fan
	Water Heater or Vent: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
	Other:

TOTAL MECHANICAL EQUIPMENT FROM TABLE:

② PLUMBING FIXTURES BEING INSTALLED

TOTAL #	DESCRIPTION
	Backflow Prevention Device
	Clothes Washer
	Dishwasher
	Drainage Repair/Alt/Vent Piping
	Drinking Fountain
	Electric Water Heater
	Floor Drain
	Gas Water Heater
	Grease Interceptor
	Hose Bib
	Hydronic Heat in Floor
	Hydronic Heat in Wall
	Industrial Waste Pretreatment Interceptor

TOTAL #	DESCRIPTION
	Lawn Sprinkler System
	Plumbing Fixture on one Trap
	Pressure Reduction Valve/Pressure Regulator
	Refrigerator with Water Supply
	Sink of Any Type
	Toilets
	Tub or Shower
	Urinal
	Water Piping
	Water Service Lines
	Other
	Other
	Other

TOTAL PLUMBING FIXTURES FROM TABLE:

ARCHITECTURAL PLAN REQUIREMENTS FORM D

PERMIT
NUMBER:

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:	
PARCEL NUMBER(S):	

② GENERAL INFORMATION REGARDING ARCHITECTURAL AND DESIGN REVIEW PLANS

This form has been created to assist Applicants in creating complete, code compliant architectural plans for different types of projects. Applicants are required to check the plan they wish to submit to make sure they contain each of the listed items. To the right of the Requirements column is space that Applicants need to list the sheet number of their plan set where the listed information is shown.

- All of the below-listed plans are required to be a minimum of 11" x 17" in size and must be drawn at an architectural scale.
- Architectural plans for structures 4,000 square feet or larger are required to be prepared and stamped by an architect licensed in the State of Washington.
- Structural plans must be stamped by a structural engineer licensed in the State of Washington.

③ REQUIREMENTS FOR ALL ARCHITECTURAL PLANS

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS
<input type="checkbox"/>	Cover (or first page) must include: <ul style="list-style-type: none"> • Site address • Parcel number • Lot number (if applicable) • Lot size • Lot coverage • % impervious coverage • Flood zone the site is located in (if applicable) 	
<input type="checkbox"/>	All Commercial, Multi-Family, and Mixed Use Structures are required to include the following on their Cover (or first page) that is in addition to the Cover page requirements outlined above: <ul style="list-style-type: none"> • Vicinity map • Complete Code Analysis 	
<input type="checkbox"/>	Floor plans with existing (if applicable) and proposed building layout with square footages and with the use of each room/area labeled.	
<input type="checkbox"/>	Window and door sizes labeled and window ventilation area. Commercial, Multi-Family and Mixed Use Structures must also include door and window schedules.	
<input type="checkbox"/>	Plumbing, duct, and electrical layout. Penetration protection must also be shown.	

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS
<input type="checkbox"/>	Opening headers, size and material.	
<input type="checkbox"/>	Cross section details, showing typical foundation, floor, wall, ceiling and roof construction and insulation.	
<input type="checkbox"/>	Structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts.	
<input type="checkbox"/>	Details documenting energy code compliance.	
<input type="checkbox"/>	Building height, from grade, labeled on all building exterior walls of different heights.	
<input type="checkbox"/>	Special details as needed, (i.e., stairs, fireplaces, special construction).	
<input type="checkbox"/>	Insulation and insulation values of walls, slab, floors, and roof/ceiling.	
<input type="checkbox"/>	Existing and proposed grades with slope of the lot shown.	
<input type="checkbox"/>	<p>For Commercial, Multi-Family and Mixed Use Structures the following must also be included:</p> <ul style="list-style-type: none"> • Skagit County Health Department approval on plans submitted for dining/food-handling establishments. • Skagit County Health Department approval on plans submitted for public pools/spas. • Independent review by State of Washington Labor and Industries Electrical Division for I and E Occupancies. • Independent review by State Department of Health for hospitals. 	

④ REQUIREMENTS FOR DESIGN REVIEW PLANS

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS
<input type="checkbox"/>	All of the items required under Site Plans (see Form E) shall be submitted with design review plans.	
<input type="checkbox"/>	Color renderings of the exterior elevations of the entire structure including its foundation and roof.	
<input type="checkbox"/>	Color renderings of the exterior views of the entire structure and site that shows all colored/stamped driveways, trails, and landscaping.	
<input type="checkbox"/>	Type of product, its color, and installation/construction methods (as applicable) for all siding, roofing, trim, all other materials to be applied to the exterior of the building, driveways, sidewalks/trails/paths, and all other elements/features incorporated onto the building/site.	
<input type="checkbox"/>	All other materials to be used or applied on all exterior walls.	
<input type="checkbox"/>	Exterior elevations showing all mechanical equipment and other features planned to be located on, or within 10-feet, of the exterior of the building.	

PERMIT
NUMBER:

① PROPERTY WHERE WORK IS OCCURRING

ADDRESS:	
PARCEL NUMBER(S):	

② GENERAL INFORMATION REGARDING SITE PLANS

This form has been created to assist Applicants in creating complete, code compliant site plans. After reading the general information below scroll down and check to make sure your site plan contains each of the listed submittal items. Last, to the right of the Requirements column is a space for you to list the sheet number of your plan set where the listed information is shown on your site plans.

- Site plans are required to be a minimum of 11" x 17" in size and must be drawn at an architectural or an engineering scale.

③ INFORMATION REQUIRED ON ALL SITE PLANS

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS
<input type="checkbox"/>	Cover Sheet shall contain all of the following: <ul style="list-style-type: none"> • Vicinity Map • Name of the project • Name, address, and telephone number of owner and agent(s) • Name, address, and telephone number of Applicant (if different from the owner) • Zoning designation of the site • Area, in square feet and acreage, of the project site • Reference to the Building Code used • Proposed use • Occupancy group • Construction type • Number of units in each building • Square footage and height of each individual building • Percent Lot Coverage • % impervious surfaces 	
<input type="checkbox"/>	Scale & North Arrow.	
<input type="checkbox"/>	Location, identification, and dimensions of all existing and proposed buildings and other structures.	
<input type="checkbox"/>	Location, identification, and dimensions of all property lines and easements. All easements shown on the title report, Record of Survey, or plat must be dimensioned and shown.	

COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS										
<input type="checkbox"/>	Location, identification, and dimensions of all setbacks.											
<input type="checkbox"/>	Location, identification, and dimensions of all existing and proposed on-site and adjacent streets. The location and dimensions of all existing and proposed curbs, gutters, sidewalks, median islands, and street trees shall be included.											
<input type="checkbox"/>	Location and dimensions of existing and proposed stormwater, sanitary sewer, potable water, and fiber lines/facilities. All wells and septic systems located on or near the project site shall also be identified.											
<input type="checkbox"/>	Location of all existing and proposed fire hydrants within 300 feet of the boundary of the project site.											
<input type="checkbox"/>	Location and dimensions of existing and proposed freestanding lighting fixtures, utility junction boxes, public utility transformers.											
<input type="checkbox"/>	Location and dimensions of existing and proposed critical areas (wetlands, streams, steep slopes) and their associated buffer areas.											
<input type="checkbox"/>	Existing and proposed contours and site elevations (i.e. finished grades) at 5-foot minimum increments. The horizontal and vertical control datum shall be clearly shown.											
<input type="checkbox"/>	Proposed Temporary Erosion and Sediment Measures, if not located on other plans, shall be shown.											
<input type="checkbox"/>	<p>Location and dimensions of existing and proposed parking that includes all of the following:</p> <ul style="list-style-type: none"> • Driveways • Drive Aisles and Loading Areas • The sizes of stalls and their associated angles • The location and number of handicap stalls, compact, employee and/or guest parking stalls • The location and size of curb cuts • Indication of traffic flow within the parking, loading, and maneuvering areas and ingress and egress • The location of wheel stops, loading space, stacking space shall all be identified <p>The following table shall be added to the site plan and completed with the project specific information:</p> <p style="text-align: center;">PARKING CALCULATIONS - FOR EXAMPLE:</p> <table border="1" data-bbox="311 1697 1259 1883"> <thead> <tr> <th data-bbox="311 1697 502 1794">Type of Use from MVMC 17.84.030</th> <th data-bbox="502 1697 683 1794">Parking Ratio Required</th> <th data-bbox="683 1697 890 1794">Gross and Net Square Feet of Each Use</th> <th data-bbox="890 1697 1082 1794"># of Parking Stalls Required</th> <th data-bbox="1082 1697 1259 1794"># of Parking Stalls Required</th> </tr> </thead> <tbody> <tr> <td data-bbox="311 1794 502 1883">Professional Office</td> <td data-bbox="502 1794 683 1883">1 : 300 net s.f.</td> <td data-bbox="683 1794 890 1883">5,000 s.f. gross 4,200 s.f. net</td> <td data-bbox="890 1794 1082 1883">14 spaces</td> <td data-bbox="1082 1794 1259 1883">16 spaces</td> </tr> </tbody> </table>	Type of Use from MVMC 17.84.030	Parking Ratio Required	Gross and Net Square Feet of Each Use	# of Parking Stalls Required	# of Parking Stalls Required	Professional Office	1 : 300 net s.f.	5,000 s.f. gross 4,200 s.f. net	14 spaces	16 spaces	
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COMPLETE?	REQUIREMENTS	PAGE # ON YOUR PLANS														
<input type="checkbox"/>	Location and dimensions of existing and proposed signs not attached to the wall of a structure.															
<input type="checkbox"/>	Location and dimensions of existing and proposed fencing or retaining walls.															
<input type="checkbox"/>	Location and dimensions of existing and proposed garbage, dumpster, storage and recycling areas. Existing and proposed dumpster screening and enclosures shall also be shown.															
<input type="checkbox"/>	<p>Location and dimensions of existing and proposed landscaping that includes all of the following:</p> <ul style="list-style-type: none"> • Location and dimensions of planting areas • Location and height of proposed berming • Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc. • Location, size, spacing, condition (i.e., container, bare-foot), and botanical and common names of existing and proposed trees, shrubs, and ground covers • Decorative rockery or similar landscape improvements in relationship to proposed and existing utilities • Plant material key and all landscape calculations required per Chapter 17.93 MVMC • Names and locations of existing vegetation to remain • Detailed planting specifications (soil mix, planting depth and width, and bark mulch depth) <p>The following table, with project specific information filled in, shall be placed on the site plan:</p> <table border="1" data-bbox="312 1249 1246 1832"> <thead> <tr> <th data-bbox="312 1249 970 1294">REQUIRED LANDSCAPING CALCULATIONS</th> <th data-bbox="970 1249 1246 1294">FOR EXAMPLE</th> </tr> </thead> <tbody> <tr> <td data-bbox="312 1294 970 1328">Gross Site Area</td> <td data-bbox="970 1294 1246 1328">28,200 s.f.</td> </tr> <tr> <td data-bbox="312 1328 970 1417">% of gross site area to be landscaped [see MVMC 17.93.020(G)]</td> <td data-bbox="970 1328 1246 1417">10% - C-2 zone 2,820 s.f. required 3,322 s.f. provided</td> </tr> <tr> <td data-bbox="312 1417 970 1473">Width of planting strip to be located along all public and private roads [see MVMC 17.93.020(D)]</td> <td data-bbox="970 1417 1246 1473">10 feet Provided, see site plan</td> </tr> <tr> <td data-bbox="312 1473 970 1653"> If there are more than 20 parking spaces only: <ul style="list-style-type: none"> • Square Footage of parking area [see MVMC 17.93.030(B) for this definition] • Require % of Parking Area to be landscaped [see MVMC 17.93.030(B)] </td> <td data-bbox="970 1473 1246 1653"> 9,000 s.f. of parking area 4% required 360 s.f. required 420 s.f. provided in parking areas </td> </tr> <tr> <td data-bbox="312 1653 970 1742">If screening is required indicate which property line and whether Type I or Type II screening is required (see MVMC 17.93.040)</td> <td data-bbox="970 1653 1246 1742">Yes Type I, along north and east property lines</td> </tr> <tr> <td data-bbox="312 1742 970 1832">If there is a stormwater pond with side slopes greater than 5:1 landscaping and fencing is required around this pond (see MVMC 17.93.040)</td> <td data-bbox="970 1742 1246 1832">Yes, fence and landscaping is shown</td> </tr> </tbody> </table>	REQUIRED LANDSCAPING CALCULATIONS	FOR EXAMPLE	Gross Site Area	28,200 s.f.	% of gross site area to be landscaped [see MVMC 17.93.020(G)]	10% - C-2 zone 2,820 s.f. required 3,322 s.f. provided	Width of planting strip to be located along all public and private roads [see MVMC 17.93.020(D)]	10 feet Provided, see site plan	If there are more than 20 parking spaces only: <ul style="list-style-type: none"> • Square Footage of parking area [see MVMC 17.93.030(B) for this definition] • Require % of Parking Area to be landscaped [see MVMC 17.93.030(B)] 	9,000 s.f. of parking area 4% required 360 s.f. required 420 s.f. provided in parking areas	If screening is required indicate which property line and whether Type I or Type II screening is required (see MVMC 17.93.040)	Yes Type I, along north and east property lines	If there is a stormwater pond with side slopes greater than 5:1 landscaping and fencing is required around this pond (see MVMC 17.93.040)	Yes, fence and landscaping is shown	
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ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

GENERAL INFORMATION

In a *concerted effort* to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of City Staff, the Development Community and residents, the City has developed an Electronic Plan Review Program.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the Plans, Maps, and Technical Documents are submitted meeting the following requirements. Failure to meet these requirements will result in a request for resubmittal and/or delay the start of the permit review process.

DOCUMENT REQUIREMENTS

- In PDF format.
- Zip files will not be accepted.
- Each submittal document uploaded shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.)
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing.
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.

PLAN FORMATTING

- All plans shall be created on Washington State Plane NAD83, and vertical control datum NGVD 29.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".
- Plans shall be prepared to an industry standard scale of a clearly legible size.
 - Site plans shall be drawn to a minimum scale of 1" = 20'
 - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.
- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.
- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

PDF DETAILS

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- PDF authoring tools must be set to Vector and not Raster.
- Maintain output scale – please do not use “Fit to page”.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Font type must be TrueType. (SHX fonts are typically found in Raster format and should not be used). Please do not embed fonts.
- Do not include layer information from the drafting program. All layers should be flattened in the authoring program prior to export and submittal.

AS-BUILTS AND PLAT MAPS

- Final As-builts and plat maps shall be provided to the city in both PDF format, and drawing file (DWG) format as an AutoCAD 2013 or earlier version.