DEFINITIONS FOR TERMS USED ON BUILDING PERMIT APPLICATION CHECKLIST (ATTACHED):

Architectural Plans: A plan prepared by an architect licensed in the State of Washington (unless exempted by the Building Official) for structures that are 4,000 square feet or larger drawn at a scale and size approved by the Building Official that clearly indicates the information required by the currently adopted International Building Code, Chapter 19.27 RCW (State Building Code Act, Statewide amendments), and submittal requirement lists provided by the City.

a. Architectural plans for commercial, industrial and multi-family dwellings with three or more units include, but are not limited to, the following information:
   i. Cover page with a code analysis for the building;
   ii. Project location identified with an address and/or Skagit County Assessor's parcel number;
   iii. Existing and proposed building layout with square footages and general use of each room/area, window and door size and ventilation, opening headers, plumbing, ducting, and electrical layout, including penetration protection, occupancy group, and type of construction;
   iv. Cross section details, showing typical foundation, floor, wall, ceiling and roof construction and insulation with structural members labeled as to size and spacing; bracing, blocking, bridging, special connectors, and anchor bolts;
   v. Details of stairs, fireplaces and special construction, if any;
   vi. Skagit County Health Department approval on plans submitted for dining/food-handling establishments;
   vii. Skagit County Health Department approval on plans submitted for public pools/spas;
   viii. Independent review by State of Washington Labor and Industries Electrical Division for I and E Occupancies; and,
   ix. Independent review by State Department of Health for hospitals.
b. Architectural plans for single-family residences and duplexes include, but are not limited to, the following information:
   i. General building layout and room use;
   ii. Window and door size and window ventilation area;
   iii. Plumbing, duct, and electrical layout;
   iv. Opening headers, size and material;
   v. Cross section details, as needed, to show typical foundation, floor, wall, ceiling and roof construction, including connection details;
   vi. Structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts;
   vii. Special details as needed, (i.e., stairs, fireplaces, special construction); and,
   viii. Insulation of walls, slab, floors, and roof/ceiling.

Design Guidelines Compliance Materials: These materials are comprised of the following:

a. Design Standards Plans;
b. Architectural Elevations;
c. Detailed Landscape Plan; and,
d. Site Plan.

Design Standards Plans: All applications for building permits or land use approvals opting to or required to use the *Design Standards & Guidelines* (that are adopted by reference within MVMC 17.70) for greater flexibility of the standard development regulations shall be accompanied by the following:

a. Complete sets of plans that clearly define the construction, changes, proposed building exteriors, alterations or remodeling and indicate the proposed location, lot/site dimensions, and all colors and types of materials and construction. Said plans shall be drawn to scale and shall clearly define the roofing design, siding and trim materials to be used together with the finish, or other materials to be used or applied on all exterior walls.
b. Complete sets of landscape plans that detail the private and public improvements, as applicable. Said plans shall be drawn to scale and clearly define the detail of the landscape materials and improvements. Landscape plans shall reflect the requirements listed in MVMC Chapter 17.93. For PUDs and multi-family projects, a site plan prepared per City standards shall be submitted that clearly illustrates the improvements and amenities as required and encouraged through the *Mount Vernon Design Standards and Guidelines*.
c. The application and plans shall state a proposed date of commencement and completion of such construction, change, alteration or remodeling and installation of improvements. Such plans shall become the property of the City upon submission of the application.
d. Reference to City of Mount Vernon Code requirements and percentage of landscaping proposed for site and for parking areas. The plans must illustrate minimum requirements and how the proposed development meets minimum standards.

Floor Plans: A basic line drawing plan of the general building layout showing walls, exits, windows, and designated uses indicating the proposed locations of kitchens, baths and floor drains, bedrooms and living areas, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine sizing of side sewers.

Landscaping Plan, Detailed: A fully dimensioned plan drawn at the same scale as the project site plan with a date, graphic scale and north arrow that clearly indicates the following:

a. Location of proposed buildings, parking areas, access and existing buildings to remain;
b. Names and locations of abutting streets and public improvements, including easements;
c. Existing and proposed contours at two foot intervals or less;
d. Detailed grading plan;
e. Location and dimensions of planting areas;
f. Location and height of proposed berming;
g. Locations, elevations, and details for any proposed landscape-related structures such as arbors, gazebos, fencing, etc.;
h. Location, size, spacing, condition (i.e. container, bare-foot), and botantical and common names of existing and proposed trees, shrubs, and ground covers;
i. Decorative rockery or similar landscape improvements in relationship to proposed and existing utilities;
j. Plant material key and all landscape calculations required per MVMC 17.93;
k. Names and locations of existing vegetation to remain; and,
l. Detailed planting specifications (soil mix, planting depth and width, and bark mulch depth).

Plan Reductions: Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.

Title Report: A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.

Pre-Application Meeting: A conference held with a project applicant and City representative(s) in advance of the proposed development project application. During the conference, the City representative(s) inform the applicant of applicable policies, plans, and requirements as they apply to the proposed development project. CEDD staff also provides waivers of submittal requirements, as applicable, at the pre-application meeting.

Site Plan: A plan drawn by a State of Washington licensed architect, engineer, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:

a. Scale, north arrow, and legal description;
b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements;
c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees;
d. Landscaped areas and irrigation meters;
e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands;
f. Off-street parking layout and driveways;
g. Grading plan showing proposed and existing contours and site elevations;
h. Lighting and sign structures (new and existing);
i. Location and proposed screening of garbage containers and recycling storage;
j. Fire hydrant locations (new and existing) within three hundred feet (300') of building;
k. Existing utilities and connection to existing and/or new utilities;
l. The horizontal and vertical control datum shall be clearly shown;
m. All wells and septic systems located on or near the project site shall be identified;
n. General notes addressing the following:
    i. Name of the project,
    ii. Name, address, and telephone number of owner and agent(s),
    iii. Zoning and Comprehensive Plan designations of the site,
    iv. Area, in square feet and acreage, of the project site,
    v. Reference to the current Building Code,
    vi. Proposed use, occupancy group, construction type, and number of units in each building,
    vii. Square footage and height of each individual building,
    viii. Percentage of lot coverage and square footage of all landscaping,
    ix. Proposed building setbacks,
    x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping,
    xi. Landscaping calculations complying with MVMC Chapter 17.93, and
    xii. Density for residential developments.
o. For shoreline permits:
    i. Boundary of Shoreline Management Zone in vicinity of property;
    ii. Inventory unit location of proposed project,
    iii. Environmental designation of property and adjacent land,
    iv. Verification of permitted use and conformance with development standards as per Mount Vernon Shoreline Master Program,
    v. Ordinary high water mark, existing and proposed, and
    vi. Name of water body.
p. For sign permits:
    i. Note if any proposed signage will be illuminated or be animated,
    ii. Type (e.g., freestanding, wall, etc.), size and number of all existing signs,
    iii. Type, size and number of all proposed signs, and
    iv. Wind design loads.

Structural Calculations: An analysis of loads, materials, etc., prepared and stamped by a State of Washington licensed professional structural engineer.

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.