City of MOUNT VERNON

COMMERCIAL AND MULTI-FAMILY – TENANT IMPROVEMENTS & REMODELS
BUILDING PERMIT APPLICATION CHECKLIST

Site Address:		
1	Completed Building Application - signed	☐
1	Pre-Application Meeting Summary (if applicable)	☐
3	Construction Plans, including site plan - FOLDED	☐
3	Additional Floor Plans (2 full size and 1 reduced 11x17) - FOLDED	☐
2	Structural Calculations (if applicable)	☐
2	NREC Compliance form-Washington State Energy Code (if applicable)	☐
1	Flood Area Development Permit (If applicable)	☐
$	**Submittal Plan Review Fee – based on project valuation** Contact CEDD office for calculation 360-336-6214	☐
	Other requirements may apply per MVMC 14.05.210A.	☐
1	**CD of approved plans, in TIF Format, Required prior to permit issuance.**	☐
	See definitions attached for detailed descriptions of the requirements above.	

Project Valuation: $_____

*Renovating a building built prior to 1978? Go to: http://www2.epa.gov/lead to learn about lead safety.

Counter acceptance does not guarantee that the submittal is technically complete and sufficient to review. Time delays due to inaccurate, missing and/or erroneous information are the responsibility of the applicant.

Requirements for Building Final:
Fire approval, Flood Elevation certificate (if applicable) required **prior** to Building Final. (Other requirements and/or permits may also apply.)

Owner/Agent Signature Date

Community & Economic Development Department
P.O. Box 809 / 910 Cleveland Ave. – Mount Vernon, WA 98273
(360) 336-6214 – www.mountvernonwa.gov