City of Mount Vernon Building Permit Application Checklist

Single Family Residences and Duplexes

New Construction and Additions

Site Address:_____

1	Completed Building Application - signed	☐
2	Construction Plans-to scale, including site plan- FOLDED	☐
2	Engineering (if applicable)	☐
1	Additional Site Plan, Reduced (11x17)-FOLDED	☐
2	Additional Floor Plans, Reduced (11x17)-FOLDED	☐
2	Energy Code Compliance Forms	☐
1	Flood Area Development Permit (if applicable)	☐
2	Landscape plan (if applicable)	☐
$	**Submittal Plan Review Fee: New Construction $100.00** **Additions $25.00**	☐
	Design Standard requirements (if applicable)	☐
	Other requirements may apply per MVMC 14.05.210A. See reference attached.	☐
	See definitions attached for detailed descriptions of the requirements above.	☐

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.

Applicant Signature Date

BUILDING PERMIT APPLICATION

Site Address:	
Parcel Number(s):	Lot/Tract Number: Plat Name:
Flood Zone:	Abbreviated Legal Description:
Owner Name:	**Lender Name:**
Address:	Address: City/State:
City/State: Zip:	**Project Contact Name:**
Phone: Email:	**Phone and Cell Phone:** **Email:**
Applicant Name:	**Contractor's Name:**
Address:	Address:
City/State: Zip:	City/State: Zip:
Phone: Email:	Phone: Email:
Detailed Project Description:	Labor & Industries License/Exp. Date: / City Business License:
	By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities.
Valuation of Project: / Amount of Plan Review Paid:	Signature of Owner/Agent Date

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

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.

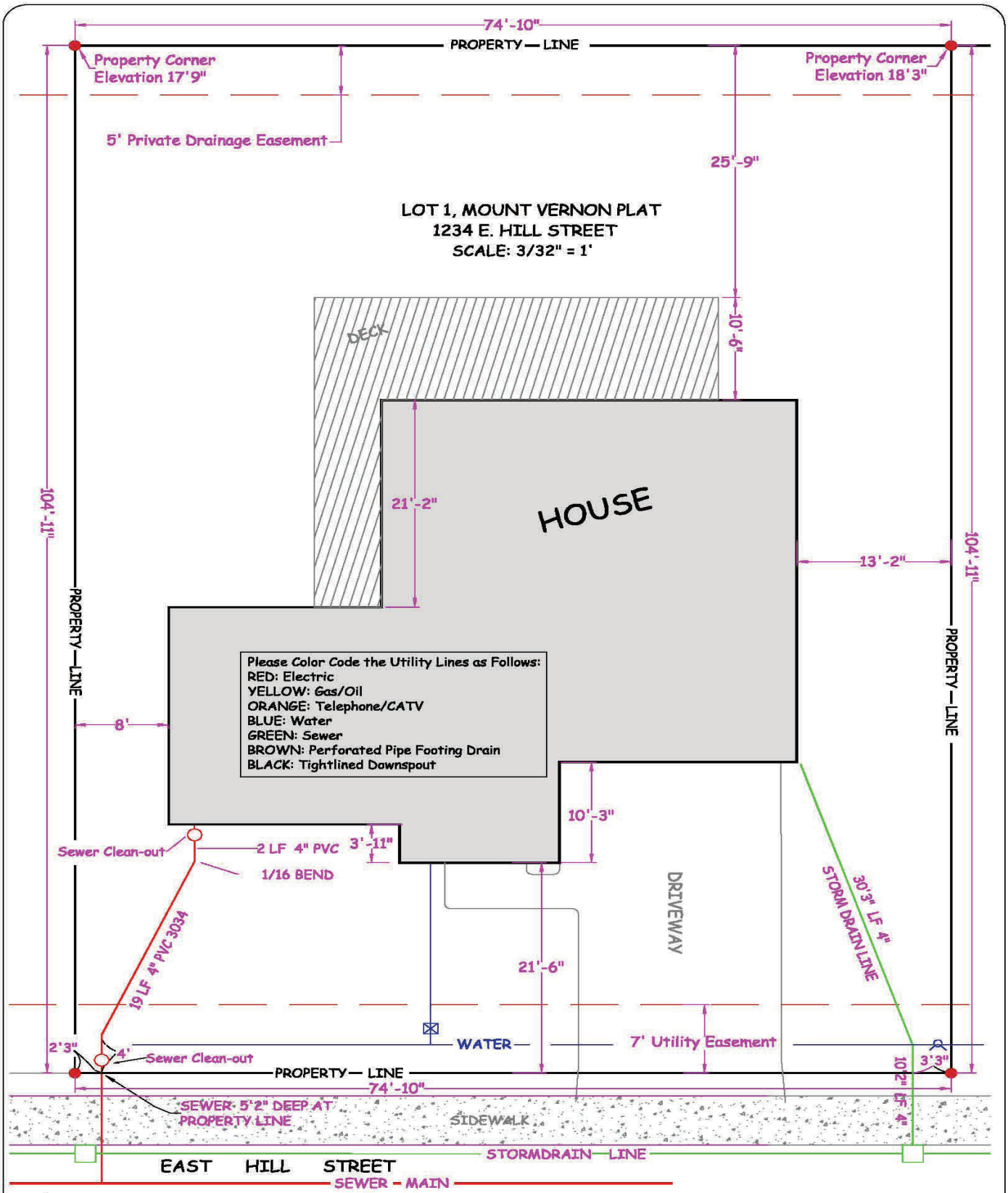
Pre-Application Meeting: A conference held with a project applicant and City representative(s) in advance of the proposed development project application. During the conference, the City representative(s) inform the applicant of applicable policies, plans, and requirements as they apply to the proposed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



NORTH

Note: Site Plans must show all of the following:
*Property Address, Plat Name and Lot Number *Lot Dimensions *Location and Dimensions of all Easements *Location and Depth of all Utilities *Elevations or Contours for the Lot *Location and Dimensions for all Existing/Proposed Structures, Including Distances to Property Lines
In Addition, The plan must be drawn to scale and include a north arrow.

SAMPLE BUILDING AND UTILITY SITE PLAN DRAWING	REVISED: 03/24/06	DATE: 8/30/06	City of MOUNT VERNON
	DRAWN BY:	NAME: SAMPLE SITE PLAN	
	REVISED BY:	CITY OF MOUNT VERNON 910 CLEVELAND AVENUE MOUNT VERNON,WA 98273	

SINGLE FAMILY RESIDENTIAL EROSION & SEDIMENT CONTROL STANDARDS

City of MOUNT VERNON

• EROSION CONTROL FOR SMALL RESIDENTIAL LOTS •

This handout contains details sufficient for typical residential building construction; it is not intended to address all circumstances. The primary objective is perimeter control with best management practices (BMPs) being utilized to prevent erosion and minimize sediment from leaving the site.

The building permit holder is responsible for ensuring that adequate BMPs are in place and functioning until the construction project is brought to a close. There will be situations where protection may not be required. For example, two houses under construction on adjacent lots with surface drainage running front to back. Given this scenario, perimeter control between the two construction sites would not be required. However, should one project be completed prior to the other, BMPs may be required. When applying these practices and procedures to your project keep in mind the intent; and that is; *"to prevent erosion and minimize sediment from leaving the site."* Failure to do so can result in damage to adjacent property, damage to the city storm sewer system, and contribute to the polluting of streams, lakes and rivers.

The wet seasons occurs from October 1st through April 30th

• INSPECTIONS •

City inspectors will normally inspect erosion and sediment control measures in conjunction with routine inspections. Inspections will ensure that proper placement and installation of erosion and sediment control measures are in place.

The first inspection will occur at the time of the footing inspection. Standard items to be checked are: protection of adjacent lots, grading/excavating and that stockpiles are stabilized. If BMP's are not installed in the correct location and/or not installed correctly, the inspection may be denied.

It is anticipated that by the time the plumbing ground rough inspection is requested, backfilling of the foundation will have been complete and all erosion and sediment control measures will have been installed. If the permit holder fails to install the proper erosion and sediment control measure, this may result in the inspection being denied.

• CONTRACTORS RESPONSIBILITIES •

- The permit holder is responsible for the on-going maintenance of all lot specific erosion and sediment control devices.

- Periodic inspection shall be whatever is deemed necessary to ensure that erosion and sediment control measures are functioning as designed. In addition to standard periodic inspections, city code requires that an inspection be conducted after each rain event of 1/2" or more in a 24-hr period. Any problems noted during these inspections shall be corrected immediately.

- Once construction has commenced, the permit holder is responsible for the maintenance of erosion and sediment control measures protecting area inlets on their lots, as well as curb inlets along street frontage. It is critical that sediment not be allowed to invade the storm sewer system.

- The temporary construction entrance provides a place for parking vehicles off street and a spot where material can be off-loaded. The intent of the requirement is to provide a stable surface for parking vehicles where mud and other debris is not likely to be tracked onto the street. Proper maintenance of the area is required until such time as a permanent driveway can be put in place.

- **During the entire construction process the permit holder is responsible to ensure that mud, dirt, rocks and other debris are not allowed to erode onto city streets and sidewalks, nor tracked onto the streets by construction vehicles.** Should any mud or other debris find its way to the street, the contractor shall take immediate steps to have it removed.

• OTHER QUESTIONS •

There will be situations that fall outside the norms.

City inspectors will be available to discuss erosion and sediment control measures for any lot and the sequencing for installation.

If you have any questions or concerns, please contact the Community & Economic Development Department at: 360-336-6214.

• INSTALLATION SEQUENCING of BMPs •

1. Inlet protection-Ensure that the BMP's are in place and functioning for both area inlets and curb inlets along the street frontage.

2. Protection of adjacent lots-Install BMP's along the common lot line of adjacent sodded or seeded lots.

3. Grading/excavating-Install BMP's prior to any grading or excavating activities, where practical.

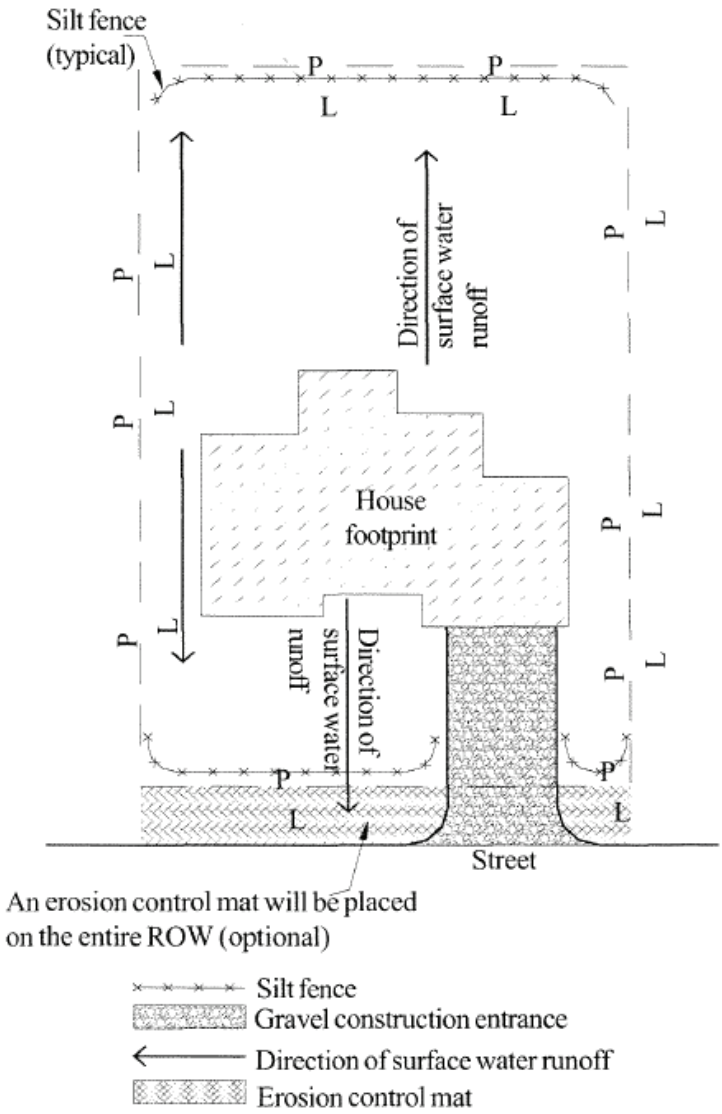
4. Stabilize Stockpiles-Install BMP's to stabilize stockpiles to prevent sediment from reaching the street or neighboring properties.

5. Backfill-Complete installation of all BMP's per the specified design, i.e. design example or other engineered design.

6. Temporary construction entrance-required (see detail)

7. Maintenance-The builder is responsible for maintaining and repairing all BMP's as needed throughout construction.

8. Final grading-BMP's may be removed to complete final grading and seeding of lot. If re-vegetation of the lot is delayed, the contractor is required to maintain BMP's until restoration or re-vegetation can occur.



• BEST MANAGEMENT PRACTICES •

BMP's -Examples include but are not limited to sediment fences, construction entrances, straw mat, seed and mulch. Details for the installation and maintenance of several of these BMPs are provided within this handout.

On the illustration to the left, one will notice that this single-family residential lot that is under construction has silt fence, a gravel construction entrance, and erosion control matting installed.

• MAINTENANCE of BMPs •

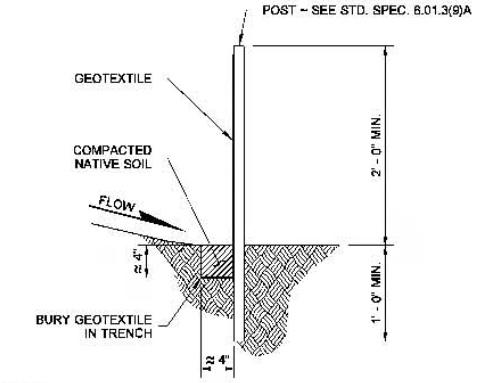
- Inspect BMP's at least once a week and after each 1/2" or greater rainfall. Make needed repairs immediately.
- Should the fabric of the sediment fence collapse, tear, decompose or become ineffective, replace promptly.
- Remove the sediment deposits as necessary provide adequate storage volume for the next rain and to reduce pressure on the fence. Take care to avoid damaging or undermining the fence during cleanout.
- If the utilities are installed after BMP's have been put in place, the permit holder is responsible for control of erosion and sediment during their installation.

SILT FENCE

(Standard Plan, from WSDOT)

Silt fence shall be installed before any earth removal or excavation takes place.

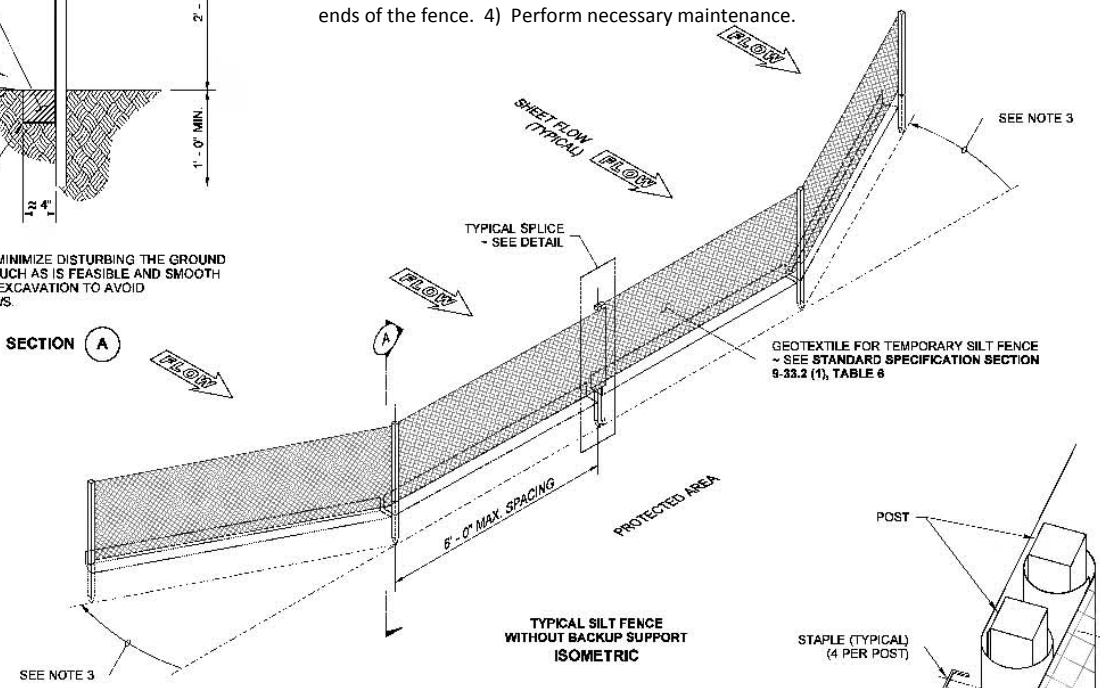
Notes: 1) Maximize detention of stormwater by placing fence as far away from toe of slope as possible without encroaching on sensitive areas or outside of the clearing boundaries. 2) Install silt fencing along contours. 3) Install the ends of the silt fence to point slightly up-slope to prevent sediment from flowing around the ends of the fence. 4) Perform necessary maintenance.



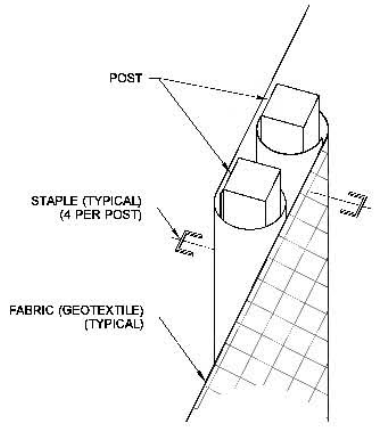
NOTE

DURING EXCAVATION, MINIMIZE DISTURBING THE GROUND AROUND TRENCH AS MUCH AS IS FEASIBLE AND SMOOTH SURFACE FOLLOWING EXCAVATION TO AVOID CONCENTRATING FLOWS.

SECTION A



TYPICAL SILT FENCE WITHOUT BACKUP SUPPORT
ISOMETRIC



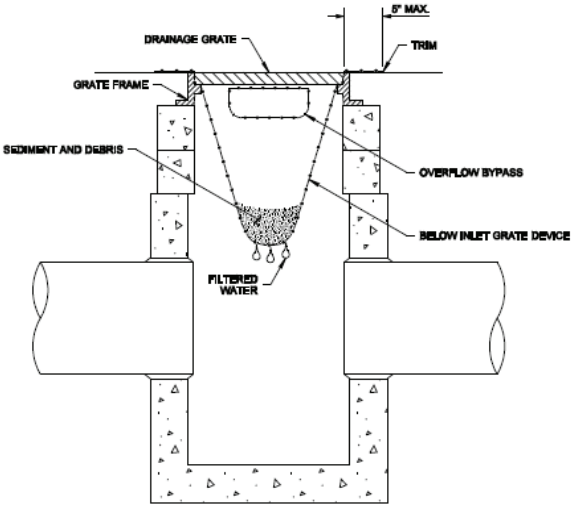
SPLICED FENCE SECTIONS SHALL BE CLOSE ENOUGH TOGETHER TO PREVENT SILT LADEN WATER FROM ESCAPING THROUGH THE FENCE AT THE OVERLAP. JOINING SECTIONS SHALL NOT BE PLACED IN LOW SPOTS OR IN SUMP LOCATIONS.

SPLICE DETAIL

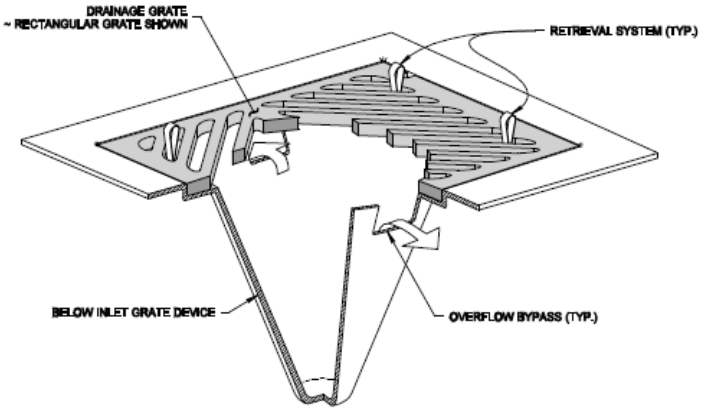
STORM DRAIN INLET PROTECTION

(Standard Plan, from WSDOT)

Storm drain inlet protection shall be installed before any earth removal or excavation takes place.



SECTION VIEW
NOT TO SCALE

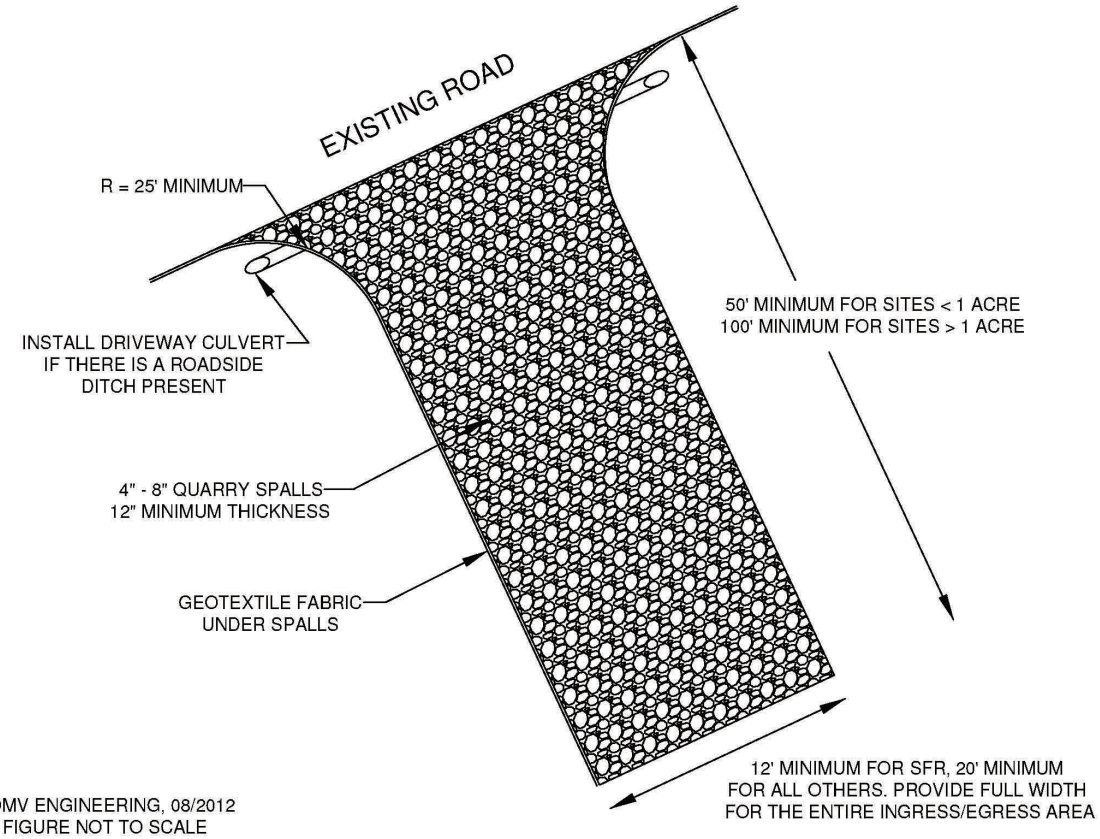


ISOMETRIC VIEW

TEMPORARY GRAVEL CONSTRUCTION ENTRANCES

Construction entrances shall be installed before any earth removal or excavation takes place.

1. INSTALLATION: The area of the entrance should be cleared of all vegetation, roots, and other objectionable material. The gravel shall be placed to the specified dimensions. Any drainage facilities required because of washing should be constructed according to the specifications on the plan. If wash rocks are used, they should be installed according to manufacturer's specifications.
2. AGGREGATE: 4" to 8" crushed quarry spalls.
3. FILTER FABRIC: Geotextile fabric shall be installed beneath the entire construction entrance.
4. ENTRANCE DIMENSIONS: The aggregate layer must be at least 12 inches thick. It must extend the fill width of the vehicular ingress and egress area. The length of the entrance must be at least 50 feet, or to the foundation if 50 feet cannot be achieved.
5. WASHING: If conditions on the site are such that most of the mud is not removed from the vehicle tires by contact with the gravel, then the tires must be washed before vehicles enter a public road. Wash water must be carried away from the entrance to a settling area to remove sediment. A wash rack and/or a drive through sump may also be used to make washing more convenient and effective.
6. MAINTENANCE: The entrance shall be maintained in a condition which will prevent tracking or flow of mud onto public rights-of-way. This may require periodic top dressing with 2-inch stone, as conditions demand, and repair and/or clean out of any structures used to trap sediment. All materials spilled, dropped, washed, or tracked from vehicles onto roadway or into storm drains must be removed immediately.



COMV ENGINEERING, 08/2012
FIGURE NOT TO SCALE

ENERGY CODE COMPLIANCE - PRESCRIPTIVE REQUIREMENTS

Table 6-1
Prescriptive Requirements[0,1] for Group R Occupancy - Climate Zone 1

Option	Glazing Area[10]: % of Floor	Glazing U-Factor		Door[9] U-Factor	Ceiling[2]	Vaulted Ceiling[3]	Wall[12] Above Grade	Wall Int[4] Below Grade	Wall Ext[4] Below Grade	Floor[5]	Slab[6] On Grade
		Vertical	Overhead[11]								
I.	10%	0.32	0.58	0.20	R-38	R-30	R-15	R-15	R-10	R-30	R-10
II. *	15%	0.35	0.58	0.20	R-38	R-30	R-21	R-21	R-10	R-30	R-10
III.	25% Group R-1 and R-2 Occupancies Only	0.40	0.58	0.20	R-38 / U=0.031	R-21 / U=0.057	R-15	R-15	R-10	R-30 / U=0.029	R-10
IV.	Unlimited Group R-3 and R-4 Occupancies Only	0.35	0.58	0.20	R-38	R-21	R-21	R-21	R-10	R-30	R-10
V.	Unlimited Group R-1 and R-2 Occupancies Only	0.35	0.58	0.20	R-38 / U=0.031	R-15	R-10	R-15	R-10	R-30 / U=0.029	R-10

* Reference Case

0. Nominal R-values are for wood frame assemblies only or assemblies built in accordance with Washington Energy Code (WEC) Section 601.1.

1. Minimum requirements for each option listed. For example, if a proposed design has a glazing ration to the conditioned floor area of 13%, it shall comply with all of the requirements of the 15% glazing option (or higher). Proposed designs which cannot meet the specific requirements of a listed option above may calculate compliance by WEC Chapters 4 or 5.

2. Requirement applies to all ceilings except single rafter of joist vaulted ceilings complying with note 3.

3. Requirement applicable only to single rafter or joist vaulted ceilings where both (a) the distance between the top of the ceiling and the underside of the roof sheathing is less than 12 inches and (b) there is a minimum 1-inch vented airspace above the insulation. Other single rafter or joist vaulted ceilings shall comply with the “ceiling” requirements. This option is limited to 500 square feet of ceiling area for any one dwelling unit.

4. Below grade walls shall be insulated either on the exterior to a minimum level of R-10, or on the interior to the same level as walls above grade. Exterior insulation installed on below grade walls shall be a water resistant material, manufactured for its intended use, and installed according to the manufacturer’s specifications. See WEC Section 602.2.

5. Floors over crawl spaces or exposed to ambient air conditions.

6. Required slab perimeter insulation shall be a water resistant material, manufactured for its intended use, and installed according to manufacturer’s specifications.

7. Int. denotes standard framing 16 inches on center with headers insulated with a minimum of R-10 insulation.

8. This wall insulation requirement denotes R-19 wall cavity insulation plus R-5 foam sheathing.

9. Doors, including all fire doors, shall be assigned default U-factors from WEC Table 10-6C.

10. Where a maximum glazing area is listed, the total glazing area (combined vertical plus overhead) as a percent of gross conditioned floor area shall be less than or equal to that value. Overhead glazing with U-factor of U-0.40 or less is not included in glazing area limitations.

11. Overhead glazing shall have U-factors determined in accordance with NFRC 100 or as specified in WEC Section 502.1.5.

12. Log and solid timber walls with a minimum average thickness of 3.5” are exempt from this insulation requirement.

FLOOD AREA DEVELOPMENT PERMIT

Site Address:	
Parcel Number(s):	Lot/Tract Number: Plat Name:
Abbreviated Legal Description:	
Owner Name:	**Contractor's Name:**
Address:	Address:
City/State: Zip:	City/State: Zip:
Phone: Email:	Phone: Email:
Type of Construction: ☐ Commercial Structure ☐ Residential Structure ☐ Accessory Structure (non-habitable) ☐ Encroachment in floodway	☐ Addition/Renovation/Remodel (less than 50% of market value of the existing structure) ☐ Other (explain below):
F.I.R.M. Designation:	Required Minimum Flood Elevation:
Elevation of Benchmark: (if required)	SEPA: ☐ Exempt ☐ Non-Exempt
Detailed Project Description:	
Signature of Owner/Agent	Date

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