



COMMERCIAL MULTI-FAMILY BUILDING PERMIT APPLICATION

23204 58th Avenue W
Mountlake Terrace, WA 98043
Phone 425.744.6267
PermitSpecialist@mltwa.gov
www.cityofmlt.com

FOR STAFF USE ONLY	
Value of Construction \$	_____
Permit Number(s)	_____
Plan Check Fee \$	_____ State Fee \$ _____
Permit Fee \$	_____ Certificate of Occupancy Fee \$ _____
Receipt Number(s)	_____ Total Fees \$ _____
Processed by: _____ (Initials) Date: ____/____/____	

Please Check One: Tenant Improvement (TI) Original Build Out

In order to process this applications, all pages in this document must be completed and signed.

Job Site Address _____

Description of Work _____

Proposed Use _____

Type of Construction _____ Square Footage _____

Roofing Detail Tear Off Sheathing Composition Shake
 Built Up Tile Other _____ Square Footage _____

Project Valuation _____

I certify the information provided on this application is true and correct.

Owner / Agent _____ Date _____
Print

Owner / Agent _____
Signature



23204 58th Ave W
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@mltwa.gov
www.cityofmlt.com

PERMIT CONTACT INFORMATION

FOR STAFF USE ONLY
Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ **Suite No.** _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			
State License # _____	Expires _____	City Business License # _____	Expires _____	

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Signed: _____ **Print Name:** _____ **Date:** _____



23204 58th Ave W
Mountlake Terrace, WA 98043
Phone 425.744.6267
PermitSpecialist@mltwa.gov
www.cityofmlt.com

AFFIDAVIT of APPLICANT STATUS and Acceptance of Financial Responsibility for Project Fees

Please indicate which of the following options describes your project:

- Property Owner is Responsible for Fees and Application Materials
- Property Owner is Responsible for Fees and Someone Other than Property Owner (“Applicant”) is Responsible for Application Materials
- Someone Other than Property Owner (“Applicant”) is Responsible for Fees and Application Materials

Please fill out the Project Property Information, Property Owner Information, and Applicant Information (if applicable) sections below, check the appropriate boxes on next page, and sign.

Project Property Information

Property Address: _____

Snohomish County Tax Parcel Number(s): _____

Development Name (if applicable): _____

Project Description: _____

Property Owner Information

Owner Name: _____ Company (if applicable): _____

Owner E-mail: _____ Title: _____

Owner Address: _____

Owner Phone: _____

Applicant Information (If Applicable)

Applicant Name: _____ Company (if applicable): _____

Applicant E-mail: _____ Contractor L7I No.: _____

Applicant Address: _____

Applicant Phone: _____

Affidavit of Applicant Status

Select one of the following:

- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above, and is legally entitled to acquire permits and approvals for the Project.
- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above. Owner further certifies that _____ (“Applicant”) is authorized to act on Owner’s behalf to acquire permits and approvals for the Project, and designates Applicant as the primary contact to work with City staff for such purposes.

Acceptance of Financial Responsibility

Select one of the following:

- As Owner(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Owner unless the City has received written authorization from Owner stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address.
- As Applicant(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Applicant unless the City has received written authorization from Applicant stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address. (Applicant(s) must sign below.)

Signatures

Property Owner’s Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____

Applicant’s Signature (if applicable): _____ Date: _____

Applicant’s Signature (if applicable): _____ Date: _____



PERMIT SUBMITTAL CHECKLIST

Commercial/Multi-Family Building

www.cityofmlt.com
permitspecialist@mltwa.gov

Permit # _____

Multi-Family/Commercial Submittal Checklist

This submittal checklist identifies minimum application elements necessary for the City to accept an application for multi-family or commercial development. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist at 425.744.6267 at least ten (10) days before your permit application appointment and have an address assigned.

Two (2) complete construction plan sets (all drawn to scale at ¼ inch = one foot, minimum) and **Two (2) site plans** (include all items listed under Site Plan) are required. The application fee (plan check fee) is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. **If you think an item is not applicable to your project, you must contact the Department prior to your intake appointment to have the items initialed as not required.** We strongly recommend a preapplication conference if you believe items on this checklist should be waived.

Application submittals are accepted by appointment Monday through Friday from 9:00 a.m. to 4:00 p.m. If subject to SEPA review, **two (2) copies** of a SEPA checklist (including original) and all applicable documents and reports are required. SEPA is required for multi-family residential development of more than 60 units, commercial development of more than 30,000 square feet, for any grading of 1,000 cubic yards or more, and for any work in a critical area.

General Submittal Requirements

Staff Applicant

- A completed and signed Permit Contact Information Form & Affidavit of Application Status
- Address and Assessor's Parcel Number
- The applicable fee
- Details for Cost Estimate
- Copy of Pre-application Letter or Checklist, if you attended a Pre-application Conference

Additional Submittal Requirements

Staff Applicant

- Title sheet** with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address (contact the Community Development Department for address verification or to apply for new addresses **prior** to intake appointment)
- Stamp or Seal of Architect for any building with five or more units or for new non-residential construction greater than 4,000 square feet, or additions to non-residential buildings resulting in total square footage greater than 4,000 square feet
- PLOT PLAN:** Minimum 8½ X 11" size paper

Staff Applicant

- SITE PLAN**
- North arrow
- Bar scale
- Existing and proposed structures
- Existing and proposed public and private streets, easements, driveways, and sidewalks surrounding and within the property. Show internal roadway radii.
- Existing and proposed contours (2' maximum increments)
- Natural grade elevations at midpoint of each building wall, supplied by a licensed land surveyor
- When present, show critical areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- When present, show any surface waters (e.g., streams, ponds, ditches, etc.) within 200 feet of property
- Property lines with dimensions; site acreage in square feet and acres
- Building setbacks to front, rear, and side property lines; distances between buildings
- Required parking with dimensions
- Lighting and sign locations (provide details)
- Driveway information for existing and proposed driveway, including: location and width of any existing driveway and/or depressed curb elevation of curb at center line of proposed driveway
- Existing sewer, water, storm drains, and other utilities
- Location and method of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated
- Finish floor elevation of lowest floor
- Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed

- CONSTRUCTION PLANS**
- Proposed uses in the building (e.g., apartments, commercial services, commercial retail, medical/health care, eating and drinking establishment, manufacturing, education, etc.)
- Total square footage, square footage of each building and of each proposed use
- Building Elevations
 - Show all views
 - Show all openings
 - Show lateral bracing systems where applicable
- Foundation Plan
 - Show all foundations and footing including sizes, locations, re-enforcing and imbedded anchorages such as anchor bolts, hold-down, and post bases
 - Call out design soil pressure, soil bearing capacity, concrete design strength, and the schedule and grade of reinforcing steel
 - Incorporate all geotechnical recommendations as set forth in the soils report

Staff Applicant

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan <ul style="list-style-type: none">• All floors including basements• All rooms and their use• Overall dimensions and locations of all structural elements and openings• Location of all walls and partitions, door sizes, and window sizes• Door window and hardware schedules• Exiting plan• All fire assemblies, area and occupancy separations, draft stops, fire walls, fire barriers, partitions• Location of permanently installed equipment: plumbing fixtures, water heaters, furnaces, appliances, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Interior Elevations <ul style="list-style-type: none">• Show compliance with WAC 51-40 for Accessibility• In R-1 occupancies, designate Type A and Type B units per WAC 51-40; detail door thresholds, access, hardware, and accessory features; show accessibility compliance for counters, bathrooms and kitchens |
| <input type="checkbox"/> | <input type="checkbox"/> | Framing Plans and Roof Framing Plans <ul style="list-style-type: none">• All structural members including size, methods of attachment, location and materials• Beam, header, girders, columns, and post sizes• Roof drainage and location of roof-mounted equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Sections and Construction Details <ul style="list-style-type: none">• Show all materials of construction• Provide details and cut sheets on all fire rated assemblies and occupancy separation• Indicate how required structural and fire-resistive integrity will be maintained (fire stop systems) where penetrations will be made for electrical, mechanical, plumbing and communication conduits, pipes and similar systems• Show all vertical dimensions• Provide a reflective ceiling plan and detail seismic bracing• Provide details for any special uses such as: rack storage, coolers, spray booths, and general storage• Provide a list of any chemicals or hazardous materials expected to be used or stored in the building. Provide quantities, hazard classifications, and hazardous processes (e.g., dispensing, distillation, etc.) indicate type of storage method, and provide a Hazardous Materials Inventory Statement if called for at the pre-application conference |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Calculations, including lateral analysis and beam spans |
| <input type="checkbox"/> | <input type="checkbox"/> | WA State Energy Code Compliance form |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage report containing all technical information, calculations, and analysis necessary to review the drainage plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils Report from a Licensed Geo-technical Engineer if geological hazard areas or steep slopes are present on areas to be altered |
| <input type="checkbox"/> | <input type="checkbox"/> | Specifications including wall finishes and special inspection requirements |

Separate permits are required for the following:

Plumbing, Mechanical and Electrical

Fire Protection System

Landscaping and Irrigation Permit (for review of parking, access, lighting, fencing, and landscaping requirements)

Civil Engineering Permit (for review of frontage improvements, storm drainage, detention, retaining walls over 4 feet in height)

Temporary Erosion and Sedimentation Control Permit

Separate Permits for water meter, irrigation water meter, and sanitary sewer service are required

Driveway Permit

Commercial Project

Type of construction: (circle as appropriate)

Type I
A or B

Type II
A or B

Type III
A or B

Type IV
HT

Type V
A or B

Occupancy _____

Square footage breakdown for this project

New Construction

Additions

Office _____

Warehouse _____

Existing _____

Assembly _____

Other _____

Additional _____

Restaurant _____

New Construction:

Shell only

Complete building

Multi-family Project Information

Living area _____

Deck _____

Garage _____

Carport _____

Basement _____

Unfinished Basement _____