

BUILDING APPLICATION - COMMERCIAL



PLANNING & BUILDING
DEPARTMENT
201 CENTER ST. W
EATONVILLE WA 98328
360-832-3361 EXT 114

**PERMIT
NUMBER:** _____

WORK TYPE: NEW _____ TENANT IMPROVEMENT: _____

SITE ADDRESS				PROJECT VALUATION	
PARCEL NUMBER					
APPLICANT		PHONE		EMAIL	
ADDRESS (Street, City, State, Zip)					
PROPERTY OWNER		PHONE		EMAIL	
ADDRESS (Street, City, State, Zip)					
CONTRACTOR		PHONE		EMAIL	
ADDRESS (Street, City, State, Zip)					
CONTRACTOR LICENSE #			EXP DATE		
PROJECT DESCRIPTION					
PROPOSED CONSTRUCTION SQUARE FOOTAGE					
Existing			New		
1st floor:			Garage/Carport:		
2nd floor:			Covered Deck/Patio:		
Basement:			Uncovered Deck:		
# Bedrooms:		# Bathrooms:		Is the House Sprinkled?	
				_____ Yes _____ No	
				Is the Property Served by:	
				_____ Sewer _____ Septic	
Lot Size(sf):		Total Structure Lot Coverage (sf):		Total Impervious Surface (sf):	

An application for a permit for any proposed work shall be deemed to have been abandoned 180 day after date of filing, unless such application has been pursued in good faith or a permit has been issued.

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not.

Print Name: _____

Owner _____ Agent/Other _____

Signature: _____

Date: _____



COMMERCIAL REQUIRED INFORMATION AND PLANS CHECKLIST

Appropriate application form(s) must be filled in completely:

Building, Plumbing, Mechanical, Fire Protection/Alarm, Water/Sewer. Town staff can help with parcel numbers.

Transmittal sheet (list of all items submitted)

1. **Site/Plot Plan** – Site plan should show required parking stall layouts; building footprint and required setbacks.
2. **Landscaping** – Complete with landscaping and irrigation plans.
3. **Building** – Including elevation certificate, soil study, structural, architectural (floor, elevations, etc.) barrier free, fire restrictive, truss calculations, specifications book, details.
4. **Electrical** – Load calculations and plans, please call for a Pre-Construction Electrical Inspection at (253) 888-6084.
5. **Plumbing** – Layout, riser diagram, backflow prevention, Health Department approval of septic system (where applicable) and/or sewage treatment approved by the sewer purveyor.
6. **Mechanical** – Layout, equipment specifications, energy code compliance, ventilation code compliance, gas lines, refrigeration, fire dampers, smoke detectors, shut down system, fuel cut-off. Roof top mechanical units require screening from public right of way.
7. **Fire Protection/Alarm** – Type of system, layout, water availability, letter/water supply, specifications and equipment listings, calculations.
8. **Tenant Improvement** – Building shell and site, see items 1-5 above.

**SEPA submittals may require more or different information. **

Important Notes:

1. All submittals shall be submitted electronically in PDF format (to scale for appropriate documents) to planningadmin@eatonville-wa.gov.
2. Application processing will not begin until the complete submittal package is determined to be counter complete. **Incomplete applications will be returned to the applicant.**
3. Financial deposits for review are due at time of submittal for required applications. Please contact the Building Department to determine deposit and/or fee requirements.
4. Please call for a pre-construction Electrical Inspection 253-888-6084.
5. If you have questions about submittal requirements, please call 360-832-3361 ext. 114

Applicant Signature indicating all the information requested above has been provided.

Applicant Signature _____ *Date* _____

FOR STAFF USE ONLY:

Staff determination of counter completeness:

- ☐ The submittal is determined COMPLETE
- ☐ The submittal is determined INCOMPLETE

Staff Signature _____ *Date* _____

If the submittal is determined incomplete, the entire contents of the submittal along with this sheet shall be returned to the applicant. The following corrections and/or additional items are needed:
