



Building Permit Application

COMMERCIAL, MULTI-FAMILY, INDUSTRIAL (CMI)

Submit to: 415 W 6th ST ~ Vancouver, WA 98660
 PO Box 1995 ~ Vancouver, WA 98668
 Phone (360) 487-7800 www.cityofvancouver.us

Type of work	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Remodel
<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel
<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> Modular
<input type="checkbox"/> Re-roof	<input type="checkbox"/> Sign
<input type="checkbox"/> Cell Tower: New	<input type="checkbox"/> Cell Tower: Co-Locate
Category of construction	
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Multi-Family Residential
<input type="checkbox"/> Commercial with Multi-Family	
Job site information and location	
Job site address:	
Project name:	
Nearest intersection if no site address:	
Description of work	
<input type="checkbox"/> Applicant <input type="checkbox"/> Contact Person <input type="checkbox"/> Tenant	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	
E-mail (required):	
Property Owner	
Name:	
Address:	
City/State/Zip:	
Phone:	
E-mail:	
Contractor	
Name:	
Address:	
City/State/Zip:	
Phone:	
E-mail (required):	
WA State Contractor License #:	
Electronic Plans Submitter*	
Name:	
Address, City/State/Zip:	
Phone:	
E-mail (required):	

Required Data: Commercial / Multi-family / Industrial			
Estimated total valuation (materials and labor):		\$	
Number of Units:		Number of stories:	
Estimated building area:			
New building area:			
Proposed work includes: (check all that apply)	<input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical Deferred submittal? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Construction per IBC:			
Occupancy Groups:	Existing:		
	New:		
Previous use:			
Proposed use:			
Previous sf of tenant space:			
Proposed sf of tenant space:			
Existing fire sprinklers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Existing fire alarm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Required sign data			
Estimated total valuation:			
Total number of signs:			
Type of sign	Sign size (sf)	Sign weight	Illuminated?
Notice			
<p><i>I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property. If submitting electronically, I/we understand that if my electronic plan submission is deemed to be incomplete I will receive notification after the prescreening process and plan review will not begin.</i></p> <p><i>I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.</i></p>			
Required signatures			
Applicant signature:			
Print name:		Date:	
Property Owner signature:			
Print name:		Date:	

*Please note that the contact listed as "Electronic Plans Submitter" should be the individual responsible for accessing ePlans, (electronic plan review software), and will receive all ePlans correspondence.

Submittal Requirements Checklist

(Commercial, Multi-family, Sign, Cell Tower, Modular Office)

For ALL Applications

Fees associated with the application

Completed and signed application

COMMERCIAL APPLICATIONS

Three (3) complete sets of legible construction plans, blue line print or drawn in ink, drawn to scale as appropriate (i.e., 1"=10', 1"=20', 1/4"=1', etc) showing conformance to the applicable local and state building codes.

- a. Building construction plans, including cross sections, elevations, floor plans and egress route
- b. Electrical plans including service location, load calculations, single line distribution and Washington State Energy Code (WSEC) lighting power budget calculations
- c. Mechanical plans including unit locations, duct size(s) and locations, and WSEC Mechanical Code Compliance Forms
- d. Plumbing plans, gas piping plans, including meter size(s) and locations(s), backflow assembly, fire protection systems, sewer connection location and any pretreatment.
- e. Structural plans and / or structural calcs (if applicable)
- f. WSEC Envelope Summary Form is required for new construction
- g. Additional information and / or plans may be required upon review

Reduced Site Plan (8.5x11") – used for addressing purposes (**for new buildings only**)

Reduced Floor Plan – showing entire floor, adjacent suit numbers and north arrow – used for addressing purposes (**for Tenant Improvements only**)

Please Note:

- **Alterations to fire sprinkler systems** require separate plans, plan review, permit and fees. Fire sprinkler plans must include Washington State Contractors Certification Stamp.
- **Fire alarms** require separate plans, plan review, permit and fees.
- **Additional proposed sign installations** require separate plans, plan review, permit and fees. Submit completed design review application (if applicable).
- **Tenant Improvements** will be reviewed by Transportation for applicable concurrency requirements.
- **A separate permit** is required for any and all work located in **City of Vancouver right-of-way**.

MULTI-FAMILY APPLICATIONS

Three (3) complete sets of legible construction plans, blue line print or drawn in ink, drawn to scale as appropriate (i.e., 1"=10', 1"=20', 1/4"=1', etc) showing conformance to the applicable local and state building codes.

Three (3) structural calculations (if applicable)

Three (3) sets of Electrical, Plumbing and Mechanical plans, and energy code forms (if applicable)

Reduced Site Plan & Elevation Plan (8.5x11") – used for addressing purposes (**for new buildings only**)

Letter of Certification or Recorded Irrevocable Covenant (See RCW 64.55)

Architect or Engineer's Statement

Stamp and Signature of the responsible licensed architect or engineer on the title page of construction documents with the **statement:**

"The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090.

Note: The building department is not charged with determining whether the building enclosure design documents are adequate or appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090. Nothing in RCW 64.55.005 through 64.55.090 requires a building department to review, approve, or disapprove enclosure design documents.

SIGN APPLICATIONS

Two (2) complete sets of plans drawn to scale including;

- Building elevation plans showing fascia and projecting signs.
- Site plan, drawn to scale, indicating the location of the sign relative to property line, easements, rights-of-way, streets, sidewalks and other buildings or structures.
- Indicate number, size and location of all existing signs on the same building, lot or premises, method of attachment to building and area of illumination.
- Footing details for freestanding and monument signs.
- Elevation drawing indicating overall height of sign and distance from grade for freestanding and monument signs.

CELL TOWER*(Existing support structure / locating on existing structure. (For NEW, see Commercial Applications)*

Narrative – describing compliance with the General Development Standards of VMC 20.890.040 and additional development standards in zoning district contained in VMC 20.890.060

Three (3) copies of a site plan

- **For collocation** – site plan shall show additions to the existing wireless communications facility and location of equipment structures
- **For locating on existing buildings or structures** - site plan shall show proposed location of the antennas, location of equipment structures and setback dimensions from the antennas and equipment structures to abutting lot lines

Three (3) copies of the following:

- **Building construction plans** of antennas, location and method of attaching the antennas and accessory structures, including cross sections, elevations, and structural calculations.
- **electrical plans**, including service location, load calculations and single line distribution

A valid agreement for collocation on the existing support structure or a valid agreement to locate on an existing structure

A graphic simulation of the proposed facility from at least three perspectives, one of which shall be from the ground level from any abutting residential property or the nearest public right-of-way.

A map of the service area and a written explanation of the need for the facility

Please note:

Prior to the issuance of the permit, the following shall be submitted:

- Copy of the applicant's FCC license,
- Copy of a performance bond in conformity with VMC 20.890.040.N
- Copy of any lease agreement showing that it does not preclude the site owner from entering into leases of the site with other service providers.

MODULAR OFFICE PLACEMENT

Two (2) complete sets of site plans drawn to scale including;

- All buildings on property
- Parking areas (including locations and number of spaces), ADA parking, accessible walkways
- Lighting
- Location and size of electrical service
- Water meter location
- Backflow assembly
- Gas meter location
- Fire hydrant location(s)
- Not if connected to City sewer or on private septic system and pretreatment

Two (2) complete sets of plans drawn to scale and produced in such a way as to clearly indicate compliance with the following requirements;

- Floor plan – include square footage and use and location of EXIT doors
- Fire extinguishers
- Construction plans indicating: ADA accessible ramp, stairs, landings and handrails
- Foundation plans indication foundation/footings, tie-down details.

Please note: Separate permits required for fire alarm and fire sprinkler systems