

**BUILDING APPLICATION INTAKE FORM
NEW CONSTRUCTION**

Staff Intake Initials _____ Date _____
BP# _____

**Minimum drawing size 11" X 17".
Minimum scale 1" per 10' for site plan, 1/4" per 1' for structural plans.**

Completed and Signed Building Permit Application

Site/Plot Plan

- Legal description
- Address
- Lot size dimensions
- Location on lot with distances to lot lines
- Other structure locations and distances to
- Sewer line location
- Water line location
- Driveway & parking pad location(s)
- Stormwater location (i.e., downspouts, drywells, infiltration trenches, etc.)
- All easement/street locations
- Propane tank location, size, and distance to structures and lot line
- Location of critical areas (if applicable)

Structural Plans

- Elevations from all four directions
 - Roof pitch
 - Height of structure from grade
- Foundation Plan
- Floor Plan
 - Door, window opening dimensions & egress
 - Room identification
 - Plumbing fixture locations
 - Mechanical fixture locations
 - Heating/Cooling equipment location
 - Smoke & carbon monoxide location
- Framing Plan
- Roof Framing Plan
- Structural cross sections & details

Structural Calculations

- Prescriptive
 - Braced wall line locations and calculations for both seismic (D2) and wind (130 mph [Vult])
 - Header & beam calculations
- Engineered
 - Plans stamped & signed by a professional architect or engineer
 - Stamped & signed structural calculations

Energy Compliance

- Residential worksheet with energy credits selected
- Glazing schedule
- Heating system sizing worksheet
- Commercial worksheets, as applicable

Fees - including but not limited to:

- Site plan review
- Plan review
- Building permit
- GFCs – water & sewer
- Transportation impact
- Parks impact



152 W Cedar Street
 phone 360-683-4908
 fax 360-681-0552
www.sequimwa.gov

PROJECT LOCATION & DETAILS

Address _____ Geographic ID No. (Parcel #) _____
 Legal Description _____
 Project Description _____

- | | | | |
|-------------------------|------------------|-------------------|--------------------|
| Accessory Dwelling Unit | Addition | Change of Use | Demolition |
| Fire Alarm/Sprinkler | Fire Suppression | New Construction | Relocation |
| Remodel/Replace/Repair | Reroof | Sign Installation | Tenant Improvement |

APPLICANT

Applicant Type: Agent Architect Contractor Designer Engineer Owner Tenant Other _____
 Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

PROPERTY OWNER

Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

CONTRACTOR

Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____
 State Business License No. _____ Exp. Date _____
 City Business License (UBI) No. _____ Exp. Date _____

PROPOSED CONSTRUCTION

Stories _____ Units _____
 Bedrooms _____ Bathrooms _____
 1st Floor sq. ft. _____ 2nd Floor sq. ft. _____
 Garage sq. ft. _____ Attached Detached
 Carport sq. ft. _____ Attached Detached
 Porch/deck sq. ft. _____ Covered Uncovered
 Basement sq. ft. _____ Heated Unheated Value for Work & Materials \$ _____

CONSTRUCTION FINANCING LENDER

Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Email _____

| | | | | | | | |
|---|--|--------------------------------------|-------------------|-----------------------|-----------------------|------------------|--|
| Project Address _____ Permit No. _____ | | Plumbing | Quantity | | Quantity | | |
| | | | Toilet | | Kitchen Sink | | |
| | | | Shower | | Dishwasher | | |
| | | | Bathtub | | Grease Trap | | |
| | | | Sink | | Sewer | | |
| | | | Urinal | | Slop Sink | | |
| | | | Water Heater | | Clothes Washer | | |
| | | | Water Fountain | | Lawn Sprinkler System | | |
| Utility Connections | New Water Service | | Mechanical | Air Condition Unit | | Wall Heater | |
| | City | PUD #1 | | Air Handling Unit | | Unit Heater | |
| | Private Well | Community Well | | Ventilation Fan | | HVAC | |
| | If private or community well, is property located in Dungeness Water Rule area? Yes No (If yes, provide Mitigation Certificate from Washington Water Trust) | | | Heat Pump | | Range Hood | |
| | City Water Meter - Domestic | 5/8" 1" 1-1/2" 2" | | Ductless Heat Pump | | Clothes Dryer | |
| | City Water Meter - Irrigation | 5/8" 1" 1-1/2" 2" | | Fireplace/Stove/Range | | Propane Wood | |
| | Ditch Irrigation | | | Propane Tank | | (No. of Gallons) | |
| | New Sewer Service | City Private Septic Community Septic | | Type of Heat | | | |

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State laws and the City of Sequim Municipal Code. All sales tax paid to the State Dept. of Revenue on labor and materials used for construction with the Sequim City limits are to be reported under Location Code #0503. By signing below I agree to the applicable utility charges which will begin in 6 months or on the date of final inspection, whichever comes first.

Owner/Agent Signature _____ Date _____

OFFICE USE ONLY

Building Approval: _____ Date _____

Planning Approval: _____ Date _____

Engineering Approval: _____ Date _____

Cross Connection Control Approval: _____ Date _____