

**BUILDING APPLICATION INTAKE FORM**

\_\_\_\_\_ Staff Intake Initials \_\_\_\_\_ Date  
BP# \_\_\_\_\_

This checklist is for new construction, additions, detached garages and shops. The proposed construction shall be presented in detail on the plans. The minimum size paper to draw on shall be 11" x 17". The minimum scale to draw the plans shall be 1/4" per 1'. See Format & Design Standards for more information.

- Completed and Signed Building Permit Application
- Site / Plot Plan scaled:
  - 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 location
  - Storm water location
  - All easement locations
- Critical Areas Checklist  
Attached
- Plans prepared by a Professional Architect or Engineer, must be stamped and signed.
- Stamped & Signed structural calculations.
- Elevations of all four directions
  - Roof Pitch
  - Height of structure from grade
- Stormwater
  - Drywell calculations
  - Alternative drainage
  - Engineered drainage
  - Rain Garden Location
- Footing / Foundation Plan
- Floor Framing Plan

- Floor Plan
  - Door, window opening dimensions & egress
  - Room identification
  - Plumbing Fixture location
  - Mechanical Fixture location
  - Heating / Cooling Equipment location
  - Smoke & Carbon Monoxide location
  
- Building Wall Section Detail
  
- Roof Framing Plan
  
- Energy Code Compliance:
  - Residential Worksheet
  - Glazing Schedule
  - Energy Credit Selected
  - Heating system sizing worksheet
  
- Fees: included but not limited to
  - Plan Review
  - Building Permit
  - GFC's – water & sewer
  - Transportation Impact
  - Park Impact



152 W Cedar Street  
 phone 360-683-4908  
 fax 360-681-0552  
[www.sequimwa.gov](http://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 \_\_\_\_\_

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