

**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 – may include, but are 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
Propane/Appliance
Remodel/Replace/Repair | Sign Installation
Tenant Improvement
Wood/Pellet Stove |
|---|--|---|--|

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	Labor Cost	\$ _____
Porch/deck sq. ft. _____	Covered	Uncovered	Materials Cost	\$ _____
Basement sq. ft. _____	Heated	Unheated	Total Cost	\$ _____

CONSTRUCTION FINANCING LENDER

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

Project Address _____
Permit No. _____

Utility Connections	New Water Service				
	City	PUD #1			
	Private Well	Community Well			
	City Water Meter for Domestic	5/8"	1"	1-1/2"	2"
	Irrigation System?	Yes	No		
	If so, water supply from:	City	Ditch		
	If City, on separate meter?	Yes	No		
	If Yes, what size?	5/8"	1"	1-1/2"	2"
	If private or community well, is property located in Dungeness Water Rule area?	Yes	No		
	(If yes, provide Mitigation Certificate from Washington Water Trust)				
New Sewer Service	City	Private Septic	Community Septic		

	Quantity		Quantity	
Plumbing Fixtures	Bathtub		Shower	
	Clothes Washer		Sink	
	Dishwasher		Toilet	
	Grease Trap		Urinal	
	Irrigation System		Water Fountain	
	Sewer		Water Heater	
Mechanical Fixtures	Air Handling Unit		Heat Pump	
	Clothes Dryer		Range Hood	
	Commercial HVAC Unit		Ventilation Fan	
	Ductless Heat Pump		Wall / Unit Heater	
	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 _____