



Department of Community Development
152 W Cedar St. Sequim, WA 98382
Phone: (360) 683-4908
www.sequimwa.gov
Business Hours: M - F, 7:30 am- 4:00 pm

BUILDING APPLICATION INTAKE FORM NEW CONSTRUCTION

Property Address: _____

Minimum drawing size 11" X 17".

Minimum scale 1" per 10' for site plan, ¼" per 1' for structural plans.

Submit application and supporting documents to BuildingDept@SequimWA.gov.

- Completed and Signed Building Permit Application**
- New Commercial Construction will require a separate [Site Construction Permit](#)**
- Site Plan/Cover Sheet**
 - Address, parcel number & legal property description
 - Include title block, sheet index, north arrow, and bar scale
 - Show lot size dimensions
 - Include elevation callouts at property corners, finished floor elevation, and areas of significant elevation change
 - Show the existing site topography if the site is not flat
 - Show location of critical areas and associated buffers (*if applicable*)
 - Show structure location on lot with distances to property lines, setbacks, other structures, easements, utilities, critical areas, stormwater controls, etc.
 - Show building envelope, roof limits, and all concrete, patios, decks, gravel, and all other improved surfaces
 - Show driveway and parking pad locations with dimensions
 - Show propane tank location & size; include distance to structures and lot line if over 120 gallons
 - Show location and proposed height of all retaining walls, rockeries, etc. regardless of height (*Note: Retaining walls 4' or more in height, as measured from the bottom of footing to top of wall, or supporting a surcharge, require a separate permit and engineering.*)
 - Show location of all easements, right of way, streets, alleys, sidewalks, ramps, curbing, driveway approach, etc. adjacent to the site
 - Location and type of BMPs for stormwater erosion control (*i.e., silt fence, straw waddles, etc.*)
 - Indicate general direction ground stormwater will exit the site
 - Show stormwater control location(s), type, and size (*i.e., drywells, infiltration trenches, rain gardens, swales, stormwater system connection, etc.*)
 - Show location of sewer, water, and electrical stub outs and service line locations
- [Stormwater, Erosion and Sediment Control Plan Checklist \(SMC 13.104\)](#)**

Structural Plans

- Elevations from all four directions (*show pre-construction grade line and post-construction grade line*)
 - 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 (110 mph (V))
 - Header & beam calculations
- Engineered
 - Plans stamped & signed by a professional architect or engineer
 - Stamped & signed structural calculations

Energy Compliance

- Residential energy credit worksheet (*include specs on appliances chosen for energy credits*)
- Glazing schedule
- Heating system sizing worksheet (*include specs on equipment*)
- Commercial worksheets and specs, as applicable

Fees – may include, but are not limited to:

- Planning site review
- Engineering site review
- Building 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
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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 _____