



DEVELOPMENT SERVICES DEPARTMENT

910 Cleveland Ave, Mount Vernon, WA 98273
 360-336-6214 | PermitTech@mountvernonwa.gov

REGISTERED BASIC PLAN APPLICATION FORM

Applicants are required to print this form in color, initial, sign and date where indicated and then scan the completed document as a high resolution PDF (must be a minimum of 300 DPI). Save the scanned document to your computer and name it Registered Basic Plan Application.

READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS PRIOR TO SIGNING THIS APPLICATION

	I understand that when this permit is uploaded into the City’s Permit Portal it does not mean the application has been deemed technically complete or sufficient for City review.
	I understand that if I submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process this approval.
	I have read the Registered Basic Plan Permit instructions and understand that this is a building code plan review only.
	I understand that the registered basic plan approval in no way guarantees the house shown on the Registered Basic Plans I am submitting may be built on any particular lot within the City of Mount Vernon nor does it waive any other City requirements from review and approval.
	I understand this review is to determine compliance with the International Residential Code or the International Building Code only. Further, I understand that no and use, fire, engineering, utility infrastructure, stormwater and all other necessary approvals or requirements are part of the review for Registered Basic Plan Permits.
	I understand that once I have an approved Registered Basic plan it is only valid for the three-year Building Code cycle it was approved under.
	I understand it is my responsibility to verify that the structure on my Registered Basic Plans meets the height and setback zoning requirements for the lot, to review future site plans for consistency with the Registered Basic Plan, and assure that all architectural features and projections are accurately shown, including decks/landings, covered porches, eaves/overhangs, fireplaces, any other architectural detail and any Design Review requirements if applicable.
	Registered basic plan approval does not vest for land use, water, sewer or stormwater regulations and it does not vest for any fees including but not limited to building, water, sewer or impact fees.
	I have read and accept the terms of the Registered Basic Plan Permits.

I hereby declare that I am the owner of the property listed on this application. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application for a Registered Basic Plan Permit, is in all respects true, correct, and complete to the best of my knowledge and belief.

Signature

Date

Printed Name

**** PLEASE READ ****

AFTER INITIALING, SIGNING AND DATING THIS DOCUMENT YOU NEED TO SCAN IT HAS A HIGH RESOLUTION PDF NAMED REGISTERED BASIC PLAN APPLICATION. THIS IS IMPORTANT BECAUSE YOU WILL BE UPLOADING THIS DOCUMENT INTO THE CITY’S PERMIT PORTAL AND IT WILL NEED TO BE NAMED AND FORMATTED CORRECTLY.