

BUILDING PERMITS

GENERAL INFORMATION

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.

This packet of information outlines submittal requirements and contains required forms for most types of building permits applicants might need to submit to the City.

DETERMINING WHAT TYPE OF PERMIT YOU NEED

Following is a general guide to assist applicants in determining which type of building permit you may need to submit to the City:

| PERMIT NAME | DESCRIPTION | TIMING FOR 1 ST REVIEW |
|---|--|-----------------------------------|
| NEW COMMERCIAL, MULTI-FAMILY AND MIXED USE | Required for all new structures not classified as R-3 occupancies – this includes all new commercial, multi-family (3+ units), and mixed use structures. Also required for improvements that change the footprint of existing commercial, multi-family and mixed use structures. | 4 – 6 weeks |
| TENANT IMPROVEMENT | For improvements to commercial, multi-family (3+ units), and mixed use structures when all improvements are within the existing footprint of the structure. | 2 – 4 weeks |
| CHANGE OF USE | For commercial, multi-family, and mixed-use occupancies that wish to change the occupancy classification of the structure, for example, a structure classified as a B (business) occupancy being reclassified as an M (mercantile) occupancy. | 2 – 4 weeks |
| MECHANICAL AND PLUMBING PERMITS | For the installation or replacement of mechanical and plumbing fixtures/equipment. | 1 – 2 weeks |
| SOLAR SYSTEM PERMITS | For the installation of photovoltaic (solar) systems. | 1 – 2 weeks |
| NEW SINGLE-FAMILY RESIDENTIAL AND DUPLEXES | For all new single-family and duplex structures (i.e. R-3 occupancies) and additions to existing R-3 occupancies. | 2 – 4 weeks |
| SINGLE-FAMILY RESIDENTIAL REMODEL | For improvements to homes when all improvements are within the existing footprint of the structure. Changes to the footprint of the existing structures are processed as New Single-Family Permit. | 2 – 4 weeks |
| SIGNS | For the installation of permanent signs. There are separate permit application forms for signs located on the City's website. | 1 – 2 weeks |
| SINGLE-FAMILY DECK, WALL, OR FENCE | For the construction of a deck, wall or fence. There are separate permit application forms for decks, walls and fences located on the City's Permit Portal. | 1 – 2 weeks |

NOTEWORTHY ITEMS TO ASSIST WITH SUBMITTING COMPLETE APPLICATIONS

- Plans/calculation/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- Most businesses operating in Mount Vernon are required to have a State and City business license. This includes contractors and subcontractors even if the general contractor already has these licenses.
- Plan review fees are required at time of submittal.
- Plans are required to be to-scale and a minimum size of 11" x 17".
- Pre-Application meetings are required for most permits except for mechanical, plumbing, solar, demolition and re-roof permits.
- Some permits are required to be submitted entirely on the portal. These permits are noted in the table on page 3 with "(1)".

SUBMITTAL REQUIREMENTS & REQUIRED FORMS

One paper copy (plans to be a minimum size of 11"x 17") and one copy in an electronic format (complying with the City's Electronic Document Requirements) of each of the submittal items listed on the table on page 3, is required to be submitted to the City at the same time. Permits with a "(1)" are permits that are required to be submitted entirely on-line without paper copies being submitted. Attached to this packet are several forms that, depending on the type of permit being submitted, may need to be completed. These forms include:

- Form A: Building Permit Application
- Form B: Building and Site Information Form
- Form C: Plumbing and Mechanical Fixtures Form
- Form C1: Supplement to Form C for Commercial Hoods and Roof Top Units
- Form D: Construction Plan Requirements
- Form E: Site Plan Requirements
- Form F: Floodplain Development Application
- Deferred Submittal Form
- Special Inspection and Testing Agreement

ADDITIONAL HANDOUTS & FORMS

There are additional handouts available on the City's website and Permit Portal to assist applicants in submitting technically complete applications. This additional information can be found on the City's website by clicking [HERE](#). Documents on the Permit Portal can be viewed by clicking [HERE](#).

- Single Family Residential Erosion & Sediment Control Standards
- Fill and Grade Permits with Attachments
- Single-Family Residential Example Site Plan
- Landscape Site Plan Example
- Electronic Document Submittal Requirements
- Pre-Submittal Reminders for Applicants

SUBMITTAL REQUIREMENTS

One paper copy (required to be to-scale and no less than 11” by 17”) and one copy in an electronic format (complying with the City’s Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be submitted to the City **at the same time**. Permits with a “(1)” are permits that are required to be submitted entirely on-line with no paper materials submitted to the City. See pages 4 and 5 for details on what each submittal item is required to contain. Deferred submittals must be pre-approved by the Building Official and are allowed in very few circumstances.

| PERMIT TYPES ITEMS REQUIRED TO BE SUBMITTED | NEW COMMERCIAL, MULTI-FAMILY & MIXED USE | TENANT IMPROVEMENT (INTERIOR ONLY) | CHANGE OF USE | COMMERCIAL MECHANICAL & PLUMBING (1) | RESIDENTIAL MECHANICAL & PLUMBING (1) | RE-ROOF (1) | DEMOLITION (1) | SOLAR SYSTEM | SIGNS (1) (4) | NEW SFR OR DUPLEX, (ADDITIONS & ACCESSORY STRUCTURES) | REMODEL TO SFR (INTERIOR ONLY) | MANUFACTURED HOME | SFR DECK OR EXTERIOR WALL |
|--|--|------------------------------------|---------------|--------------------------------------|---------------------------------------|-------------|----------------|--------------|---------------|--|--------------------------------|-------------------|---------------------------|
| | | | | | | | | | | | | | |
| Building Permit Application (FORM A) | ✓ | ✓ | ✓ | ✓ | (1) | (1) | (1) | ✓ | (1) | ✓ | ✓ | ✓ | ✓ |
| Structure & Site Information (FORM B) | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ | ✓ | ✓ | ✓ |
| Mechanical & Plumbing Fixtures (FORMS C & C1) | ✓ | ✓ | ✓ | ✓ | ✓ | - | - | - | - | ✓ | ✓ | - | - |
| Construction & Site Plan Requirements (FORMS D & E) | ✓ | ✓ | ✓ | - | - | - | - | - | - | ✓ | ✓ | ✓ | ✓ |
| Floodplain Development Application (Form F)(2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) | (2) |
| Construction Plans (3) | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ |
| Site Plan | ✓ | ✓ | ✓ | ✓ | - | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Erosion & Sediment Control Plans | ✓ | | | | | | ✓ | | | ✓ | | ✓ | ✓ |
| Landscape Plans | ✓ | - | ✓ | - | - | - | - | - | - | ✓ | - | ✓ | - |
| Structural Plans & Calculations | ✓ | ✓ | ✓ | ✓ | - | ✓ | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Design Standards Plans | ✓ | - | - | - | - | - | - | - | ✓ | ✓ | ✓ | - | ✓ |
| Energy Code Plans & Forms | ✓ | ✓ | ✓ | ✓ | - | ✓ | - | ✓ | - | ✓ | ✓ | - | - |
| Manufacturer’s Specifications/Cut Sheets | ✓ | ✓ | - | ✓ | - | ✓ | - | ✓ | ✓ | - | - | ✓ | - |
| Subdivision Guarantee | ✓ | - | - | - | - | - | - | - | ✓ | ✓ | - | ✓ | ✓ |
| Technical Reports (see page 5 to see a description of what could be required) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Other Required Permits (see page 5 to see a description of what other permits could be required) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

- (1) Permits submitted entirely through Permit Portal. Click [HERE](#) to be directed to the Portal. Contact a Permit Technician for assistance submitting through the Portal. Paper copies of Permit Submittals not Required.
- (2) Projects located in a FEMA designated floodplain are required to complete and submit a Floodplain Development Application (FORM F).
- (3) Construction plans are defined as architectural drawings and structural plans.
- (4) Sign Permits have their own Applications that need to be downloaded from the Portal.

INFORMATION ON ITEMS REQUIRED TO BE SUBMITTED

Additional details on certain submittals is provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City.

- **APPLICATION FORMS AND HANDOUTS:** Applicants will need to download different forms depending on the type of permit being submitted. These forms are located on the City's Permit Portal that can be accessed by clicking [HERE](#).
- **CONSTRUCTION PLANS:** Form D contains a list of all the items required to be shown on Construction Plans. Construction Plans are defined as architectural plans and structural drawings.
- **SITE PLANS:** Form E contains a list of all the items required to be shown on Site Plans.
- **TEMPORARY EROSION & SEDIMENT CONTROL PLANS:** Drawings of the entire site showing the proposed erosion control measures for the project in conformance with the City of Mount Vernon site plan submittal requirement standards and the Surface Water Design Manual adopted by the City of Mount Vernon. Temporary erosion & sediment control plans are required anytime there is land disturbance.
- **LANDSCAPE PLANS:** Form E contains a list of all the items required to be shown on Site Plans that includes landscape plan requirements.
- **STRUCTURAL PLANS:** Plans prepared and stamped by a State of Washington licensed professional structural engineer drawn at a scale approved by the Building Official clearly indicating the information required by the "Permits" section of the currently adopted International Building Code and Chapter 19.27 RCW (State Building Code Act, Statewide amendments), and City submittal forms including: structural members labeled as to size and spacing as well as bracing, blocking, bridging, special connectors, and anchor bolts; cross-section details, as needed, to show typical foundation, floor, wall, ceiling and roof construction; insulation of walls, floors and roof/ceiling; and details of stairs, fireplaces and special construction, if any.
- **STRUCTURAL CALCULATIONS:** An analysis of loads, materials, etc., prepared and stamped by a State of Washington licensed professional structural engineer.
- **DESIGN STANDARD PLANS:** Form D contains a list of all the items required to be shown on Design Standard Plans.
- **ENERGY CODE FORMS:** The standard Washington State Energy Office form requesting the information required under Chapter 51-11 WAC detailing building components used to comply with the State Residential or Nonresidential Energy Code, as applicable.
- **MANUFACTURER'S SPECIFICATIONS/CUT SHEETS:** A document that summarizes the performance and other technical characteristics of a product, machine, component, material, or subsystem (e.g., a power supply) in sufficient detail that allows the City to determine the product will be in compliance with applicable codes.
- **SUBDIVISION GUARANTEE:** A document prepared by a title insurance company documenting the ownership and title of all interested parties in the development and that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. Copies of all the encumbrances listed within the certificate or report shall be provided.

OTHER SUBMITTALS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of technical reports that will be required to be submitted to the City when certain circumstances exist on or near a site an Applicant is planning on making improvements to. The *general triggers* for each of the listed technical reports is provided below.

- A. CRITICAL AREA REPORTS:** Critical Area reports are required when wetlands and/or streams are located on or near a site. Critical Area Mitigation plan(s) could also be required, depending on the project proposal. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- B. GEOTECHNICAL REPORT:** Geotechnical Reports are required when work is proposed on or near slopes in excess of 15% and/or known landslide hazard areas. See Mount Vernon Municipal Code Chapter 15.40 for additional information.
- C. STORMWATER DRAINAGE REPORT:** Stormwater Drainage Reports are required when an applicant is proposing to add or replace more than 2,000 square feet of impervious surfaces. See Mount Vernon Municipal Code Chapter 13.33 for additional information.

OTHER PERMITS DETERMINED ON A CASE-BY-CASE BASIS

Following is a list of other permits that could be required in certain circumstances. The general triggers for each of the listed permits is provided below.

- A. TRANSPORTATION CONCURRENCY:** Transportation concurrency is required any time a project will generate more than 3 PM peak trips and requires 3rd party review. Cost for 3rd party review will be assessed to the applicant.
- B. FLOODPLAIN DEVELOPMENT PERMIT:** Any development located in a designated floodplain will require a Floodplain Development Permit.
- C. FILL AND GRADE PERMIT:** Grading (importing, exporting, and/or moving material on a site) of more than 50 cubic yards and/or if grading modifies the existing flow of stormwater or ground water.
- D. RIGHT-OF-WAY PERMIT:** A right-of-way permit is required anytime the public right-of-way is disturbed or obstructed in anyway by private development or the general public.