



**COMMERCIAL BUILDING
COMMUNITY DEVELOPMENT
BUILDING DIVISION**

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS:

Below is a checklist of items that must be submitted as part of your application for a New Commercial Building. Please verify submittal requirements for associated Land Use Applications with the Planning Department at 360.863.4532. Please verify submittal requirements for associated Fire and Engineering Department permits at 360.863.4527. Numbers in parenthesis equal the number of copies required.

If you have any questions about what is required, or if you would like to schedule an intake appointment, please call the 360.863.4527.

SUBMITTAL CHECKLIST

- ◇ (1) Original of the Combined Permit Application form
- ◇ (2) structural calculations
- ◇ (2) Architectural drawings
- ◇ (1) Signed Registered Design Professional in Responsible Charge form
- ◇ Plumbing/Mechanical fixture count sheet (if not listed as deferred submittal)
- ◇ Washington State Energy Code checklist
- ◇ Current copy of Labor & Industries contractor's license
- ◇ Lighting Summary Forms
- ◇ Envelope Summary Forms
- ◇ (3) Civil plans
- ◇ (3) Soils report
- ◇ (3) Storm water drainage reports
- ◇ (3) Traffic report
- ◇ Utility Service Agreement
- ◇ (2) copies of site plan to scale



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Adopted State Codes – Effective July 1st, 2016

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC) Title 51 and as amended by the Monroe Municipal Code Title 15:

- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Residential Code (IRC)
- 2015 International Fire Code (IFC)
- 2015 International Mechanical Code (IMC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 Uniform Plumbing Code (UPC)
- 2015 ICC Energy Conservation Code with State amendments

Structural Design Criteria

Seismic Design Category: **IRC D1/D2 / IBC - D**

Basic Wind Speed: 85 mph

Exposure Category: B

Frost Depth: 18"

Snow load: 25 lbs/sq ft

*A soils investigation is required for commercial projects, residential short plats and subdivisions and some instances residential lots.



**Community Development
Building Division**

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT #(s) _____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY

8:00 – 12:00 / 1:00 – 5:00

<u>Building</u>	<u>Operations</u>	<u>Fire</u>	<u>Land Use</u>
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> High Piled Storage	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Hood Suppression	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Operational	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Spray Booth	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Tents & Canopies	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Other _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____		<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf. **Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

Combined Permit Application - Page 2

Contractor: _____ Phone # _____

Contractor's License # _____ Fax # _____

Exp Date _____ Mailing Address _____

Contractor's Bond Company: _____

Contractor's Bid Amount or Project Cost (labor and materials): \$ _____

Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at

(800) 548-8829 for tax reporting information or to receive a tax number): _____

Detailed description of proposal/work:

Lending Institution for project (if applicable): _____

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Residential:

Living area: _____ sf x \$ _____ = \$ _____

Garage / Carport: _____ sf x \$ _____ = \$ _____

Deck / Porch: _____ sf x \$ _____ = \$ _____

Total valuation: \$ _____

Commercial:

(fill in type) _____ sf x \$ _____ = \$ _____

(fill in type) _____ sf x \$ _____ = \$ _____

Total valuation: \$ _____

Plan Check Fee: _____ Permit Fee: _____

State Fee: _____ Fire Plan Check Fee: _____

Technology Fee: _____ SEPA Fee: _____

Land Use:

Planning Application Fee: _____ Publication Fee: _____

Fire Plan Check Fee: _____ Mailing Fee: _____

SEPA Fee: _____ Technology Fee: _____

TOTAL FEES: _____



**REGISTERED DESIGN PROFESSIONAL
IN RESPONSIBLE CHARGE
COMMUNITY DEVELOPMENT
BUILDING DIVISION**

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

At time of permit application the *owner* of record shall designate a *registered design professional* who shall act as the *Registered Design Professional in Responsible Charge* in accordance with Section 107.3.4 of the 2015 International Building Code. The *Registered Design Professional in Responsible Charge* shall be an Architect or Engineer licensed in the State of Washington.

As the OWNER OF RECORD, I designate the following Architect/Engineer as the *Registered Design Professional in Responsible Charge* for the project indicated below. I understand that the Architect/Engineer will review and coordinate certain aspects of the project for compatibility with the design of the building or structure, including submittal documents prepared by others, deferred submittal documents and phased submittal documents. I also understand that I will notify the *Building Official* in writing if the *Registered Design Professional in Responsible Charge* is changed.

Project address: _____

Project/Tenant name: _____

Architect/Engineer _____

Owner of Record (print): _____

Owner of Record signature: _____

PLUMBING AND MECHANICAL FEES (PER UNIT) – TABLE 103.4.2 (A)

Commercial plumbing & mechanical permits are required to submit line drawings. A plan review fee of 65% for plumbing and 25% for mechanical are assessed at the time of submittal. **All permits are subject to a 5% technology fee.**

#	<u>Plumbing</u>	
	Backflow Assembly	\$ 10.00
	Base Plumbing Fee	\$ 30.00
	Bath/Shower Combo	\$ 10.00
	Bathtub or soaking tub	\$ 10.00
	Building Main Waste	\$ 30.00
	Clothes Washer	\$ 10.00
	Dishwasher—residential/ commercial	\$10.00/ \$20.00
	Drinking Fountain	\$ 10.00
	Floor Drains	\$ 10.00
	Floor Sink	\$ 10.00
	Grease Interceptor < 1000 gal.	\$ 25.00
	Grease Interceptor 1000 gal. or greater	\$100.00
	Hose Bibb	\$ 10.00
	Icemaker / Refrigerator	\$ 10.00
	Kitchen Sink and/or Disposal	\$ 10.00
	Laundry Tray	\$ 10.00
	Lavatory	\$ 10.00
	Med Gas Piping<5 inlets/outlets	\$ 60.00
	Med Gas Piping>5 inlets/outlets (per unit)	\$ 5.00
	Other/misc.	
	PW inspection fee for backflow	\$ 34.13
	Pretreatment Interceptor	\$10.00
	Reinspection fee (all)	\$ 50.00
	Roof Drains	\$ 10.00
	Side sewer inspection/install	\$ 25.00
	Sewer repair	\$ 25.00
	Shower (only)	\$ 10.00
	Sink (bar, service, etc.)	\$ 10.00
	Supplemental Permit Fee (amend existing permit)	\$ 10.00
	Tankless Water Heater	\$ 10.00
	Toilets	\$ 10.00
	Urinal	\$ 10.00
	Water Heater	\$ 10.00
	Water installation and/or repair (includes fire supply lines)	\$ 25.00

#	<u>Mechanical</u>	
	Additional plan review fees/ hr.	\$ 50.00
	Air Cond. Unit < 100 Btu/h	\$ 40.00
	Air Cond. Unit > 100 Btu/h	\$ 50.00
	Air Cond. Unit > 500 Btu/h	\$ 52.00
	Air Handling Units	\$15.00
	Base Mechanical Fee	\$ 30.00
	Boiler < 100Btu/h >3hp	\$ 25.00
	Boiler > 1 million Btu/h < 50hp	\$ 70.00
	Boiler > 1.5million Btu/h <50hp	\$100.00
	Boiler > 100Btu/h 3-15hp	\$ 40.00
	Boiler > 500Btu/h 15-30hp	\$ 52.00
	Comm. Hood - Type I	\$ 50.00
	Comm. Hood - Type II	\$ 25.00
	Dryer Ducting	\$ 10.00
	Ductwork (drawings req.)	\$ 20.00
	Evaporative Coolers	\$ 15.00
	Exhaust/Ventilation Fans	\$ 15.00
	Fireplace/Insert/Stove	\$ 15.00
	Forced Air Heat < 100 Btu/h	\$ 25.00
	Forced Air Heat > 100 Btu/h	\$ 40.00
	Gas Clothes Dryer	\$ 15.00
	Gas Fired AC < 100 Btu/h	\$ 25.00
	Gas Fired AC > 100 Btu/h	\$ 40.00
	Gas Fired AC > 500 Btu/h	\$ 52.00
	Gas Piping < 5 units	\$ 10.00
	Gas Piping > 5 units (per unit)	\$ 2.00
	Heat Exchangers	\$ 15.00
	Heat Pump or Condensing unit	\$ 20.00
	Hot Water Heat Coils	\$ 15.00
	Other/Misc.	
	Pkg. Units < 100Btu > 100Btu	\$ 50/80
	Range/Cook top-Gas Fired	\$ 15.00
	Refrigeration Unit < 100 Btu/h	\$ 25.00
	Refrigeration Unit > 100 Btu/h	\$ 40.00
	Refrigeration Unit > 500 Btu/h	\$ 52.00
	Residential Range Hood	\$ 10.00
	Reinspection fee (all)	\$ 50.00
	Supplemental Permit Fee (amend existing permit)	\$ 10.00
	Unit Heaters < 100 Btu/h	\$ 25.00
	Unit Heaters > 100 Btu/h	\$ 40.00
	VAV Boxes	\$ 10.00
	Wall Heater – gas fired	\$ 25.00
	Water Heater – gas fired	\$ 15.00



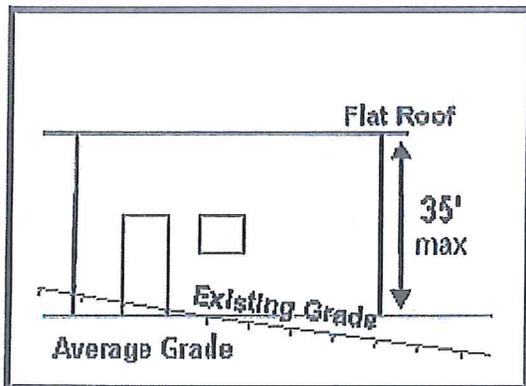
BUILDING HEIGHT INFORMATION

DEFINITIONS:

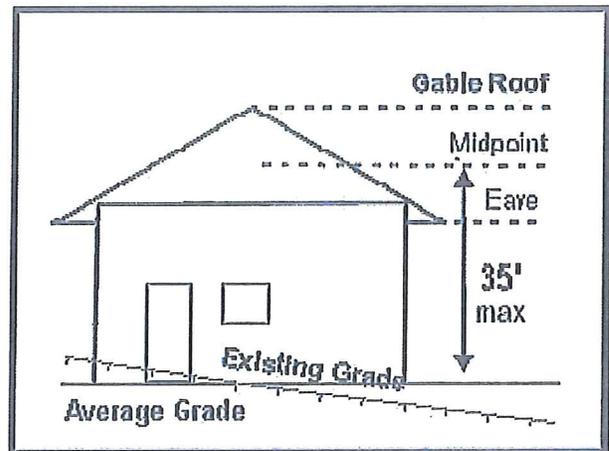
1. Height of building: the vertical distance from the average ground level to the average height of the roof surface.
2. Average grade: the standard grade plane derived from the four (4) corner average of the building envelope laid over the finished ground level.
3. * 35 feet is the maximum allowed height in most zoning districts.

Example 1: Sample Elevations Showing Building Height*

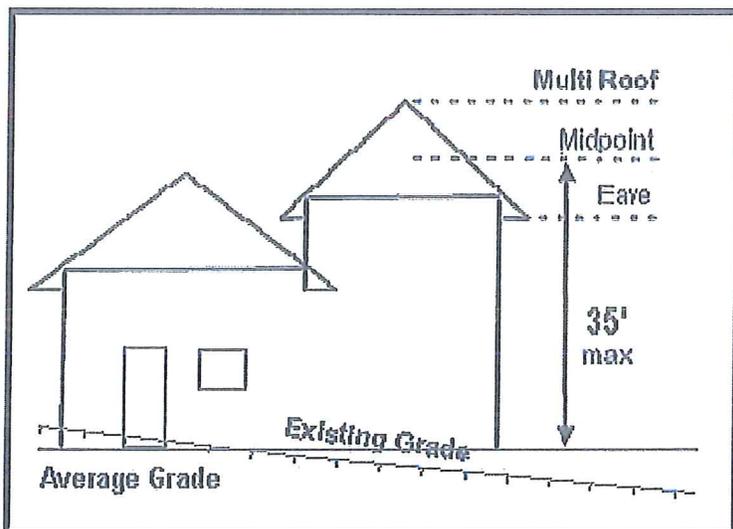
Flat Roof



Gable Roof



Multi-level Roof





Planning & Permitting Division
Permit Assistance Center

CITY OF MONROE
806 W. Main St - Monroe, WA 98272
Phone: (360) 794-7400
Fax: (360) 794-4007

Building Height Calculation Worksheet

Address: _____

Tax Parcel: _____

Benchmark: _____

Height Calculations

Point A = _____

Point B = _____

Point C = _____

Point D = _____

Average Grade $(A+B+C+D) \div 4 =$ _____

Max. Height = _____ Actual Height = _____ Prepared By: _____

Include contour lines, elevation points, and benchmark location or source on site plan to determine average grade

NOTICE: If the building height is at or within 3 feet of maximum building height, a licensed professional land surveyor must complete the attached certificate of average ground level.



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Certificate of Average Ground Level for Determining Building Height

Date: _____

Address: _____ Tax Parcel No. _____

Legal Description:

I certify that I have measured the existing ground level at the above-described property and found that the arithmetic mean height to be _____ feet above /below the permanent benchmark at _____.

I further certify that height of the proposed building, on the property legally described above, is _____ feet.

Attach a map that includes contour lines, elevation points, and benchmark location or source on site plan to determine average grade. This document must be signed and stamped by a licensed professional land surveyor

Prepared By: _____

Signature: _____

Company: _____

Address: _____

Phone: _____

SECTION V – UTILITY SERVICE

Complete Parts 1, 2A or 2B, and 3.

PART 1 – General Information

- You will need to fill out a utility service application if you are establishing or changing a city water or sewer service.
- Submittals: Site plan, and irrigation water budget if applicable.
- Your water service will not be unlocked or turned on until all the information on this form is completed, returned, and approved by the City of Monroe.

New or existing construction _____

Square footage of building _____ Square footage of property _____

PART 2A – Single family residence / Multi-family up to 4 units

Single family residence? Yes _____ No _____

Multifamily residential (up to 4 units):

Number of units _____ Would you like a separate meter for each unit? _____

Would you like a separate irrigation meter? _____

(1) Please check any of the following that your residence has, or will have:

Auxiliary water system (well, pond, creek, other)	_____
Solar hot water heating system	_____
Home three stories or more tall	_____
Fire system (with or without booster pump)	_____
Fire system (with antifreeze)	_____
Irrigation system (with or without booster pump)	_____
Irrigation system (with chemical addition)	_____
Booster Pump	_____

(2) Are you aware of any existing backflow protection located at this property?

Please describe:

PART 2B – Commercial / Industrial / Multi-family greater than 4 units

Business name _____

Type of business _____

Number of residential units _____

Projected water usage _____ cf/ month Total impervious area _____ sf

Please check all services requested:	
Water	<input type="checkbox"/>
Sewer	<input type="checkbox"/>
Irrigation	<input type="checkbox"/>
Fire Sprinkler	<input type="checkbox"/>

Would you like a separate irrigation meter? _____ How many? _____

Are there any special sewer needs? _____

Are any chemicals or metals used on the site? If so, list _____

Please check any of the following that your facility has, or will have:

- | | | | |
|--|-------|---|-------|
| Air condition system (commercial) | _____ | Chlorinators | _____ |
| Air washer | _____ | Computer cooling lines | _____ |
| Aquarium make-up water | _____ | Condensate tanks | _____ |
| Aspirator, chemical
(Herbicide, pesticide, weedicide) | _____ | Cooling towers | _____ |
| Aspirator, Medical/lab | _____ | Decorative ponds | _____ |
| Autoclave | _____ | Degreasing equipment | _____ |
| Autopsy table | _____ | Dental equipment/cuspidors | _____ |
| Auxiliary Water System
(Well, pond, creek, other) | _____ | Dialysis equipment | _____ |
| Baptismal fountain | _____ | Dye vats and tanks | _____ |
| Bathtub, below rim filler | _____ | Etching tanks | _____ |
| Bedpan washer | _____ | Fermenting tanks | _____ |
| Beverage dispenser (post-mix Co2) | _____ | Fertilizer injection | _____ |
| Boiler feed lines | _____ | Film processors | _____ |
| Bottle washing equipment | _____ | Fire Department pumper
connections | _____ |
| Box hydrant (irrigation) | _____ | Fire system (with booster pump) | _____ |
| Building 3 stories or more tall | _____ | Fire system (without chemicals) | _____ |
| Car wash | _____ | Fire system (with antifreeze
or chemicals) | _____ |
| Chemical feed tank for
industrial process | _____ | Fume hoods (lab) | _____ |
| | | Garbage can washers | _____ |

Chemical dispenser <i>(commercial cleaners)</i>	_____	Heat exchanges (<i>other than double wall with leak path</i>)	_____
Heat pumps	_____	Pump prime lines	_____
High pressure washers (<i>commercial</i>)	_____	Radiator flushing equipment	_____
Hot tubs (<i>direct water connection</i>)	_____	Recreational vehicle sewage dump	_____
Hot water heating boilers	_____	Sewer connected equipment	_____
Hydrotherapy baths	_____	Solar water heating system	_____
Ice makers	_____	Spas or spa chairs	_____
Industrial fluid systems	_____	Steam generating equipment	_____
Irrigation system (<i>no chemicals</i>)	_____	Stills	_____
Irrigation system (<i>chemical</i>)	_____	Swimming pools	_____
Laboratory equipment	_____	Trap primers	_____
Laundry machines (<i>commercial</i>)	_____	Used, reclaimed or gray water systems	_____
Livestock drinking tanks	_____	X-ray equipment	_____
Make-up tanks	_____		
Photo developing sinks/tanks	_____		

(1) Are you aware of any existing backflow protection located at this property?

Please describe: _____

(2) Please provide the name of all products or chemicals that are mixed with water at your location:

PART 3 – Billing Information	
Name _____	Phone _____
Address _____	

THIS SECTION TO BE COMPLETED BY THE WATER QUALITY DEPARTMENT							
TYPE OF WATER USE	HAZARD ASSESSMENT		BACKFLOW PROTECTION REQUIRED				
	LOW	HIGH	NONE	DCVA	DCDA	RPBA	RPDA
DOMESTIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IRRIGATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATUS OF METER	<input type="checkbox"/> METER IS SET		<input type="checkbox"/> OK TO INSTALL UNLOCKED				
CCS INITIALS			<input type="checkbox"/> LOCKED PER WATER QUALITY				

The following terms and conditions apply to City of Monroe utility service:

General – Customer agrees to abide by all provisions of Title 13 of the Monroe Municipal Code as it now exists and as it may be modified in the future. Customer also agrees to abide by any ordinance of the City of Monroe relating to utility service hereafter passed.

Charges and Fees – The customer agrees to pay for the utility service here applied for at the rate established by the City Council by periodic resolution. Payments are due on the due date stated on the bill. If payment is not received by the due date a late fee may be assessed or service may be disconnected. A fee may be charged to reinstate service that has been disconnected. A service charge will be made for all checks returned by the bank unpaid. Property owner is responsible for all charges. Property lien may be filed if charges are not paid. Charges for service will accrue until the City of Monroe is notified to terminate service. If property is vacant a vacancy credit application must be completed to avoid charges.

Customer understands that rates are subject to change at any time without prior notice by passage of an amended fees resolution by the City Council.

Service – The City of Monroe reserves the right to temporarily discontinue the service at any time without notice to the customer. In case the supply of water shall be interrupted or fail by any reason, the city shall not be held liable for damages for such interruption or failure, nor shall such interruptions or failures for any reasonable period of time be held to construe a breach of contract on the part of the city or in any way relieve the customer from performing the obligations of this contract.

Customer understands that the city uses public right-of-way, as well as private easements in providing service and that this continued use cannot be guaranteed; therefore, in the event it is denied for any reason and if the city is unable in its discretion, to provide service over alternate routes, then service provided hereunder may be interrupted or terminated. Customer agrees to make no claims against the city or county, of the franchise area or its officers and/or employees for said interruption or termination of service.

Customer agrees not to move, disturb, alter, or change any of the locations of any of the utility services. If the customer requests relocation of the service connection from the original place of connection, customer shall pay a relocation charge.

Right of Entry – Customer hereby grants the City of Monroe the right to enter into, upon, and over the premises at the service address at reasonable times during the term of this agreement.

Taxes – The customer agrees to pay any local, state, or federal taxes imposed or levied on or with respect to the monthly service, installation, reconnection or other charges during the term of this agreement.

Water Meter-City Property – The water meter and other equipment delivered by the city to the customer is the property of the city. The water meter supplied may be new or reconditioned. The customer will not tamper with or make any alterations to the water meter unless authorized by the city. Tampering is a misdemeanor punishable by a fine of not more than five hundred dollars or by imprisonment not to exceed ninety days, or both.

Cross-Connection Control – The customer agrees, as a condition of the City of Monroe providing continuing water service to the above-described property, to comply with all provisions of the City of Monroe Cross-Connection Control Program and other such rules and regulations now existing which may be established from time to time governing the City of Monroe public water system.

Fire Systems – The customer understands that there shall be separate water service connections for fire systems and domestic water systems (other than flow-through fire protection systems that are supplied only by the purveyor's water; do not have a fire department pumper connection; are constructed of approved potable water piping and materials to which sprinkler heads are attached; and terminates at a connection to a toilet or other plumbing fixture to prevent the water from becoming stagnant). The appropriate method of backflow protection will be determined by the City of Monroe's Cross-Connection Specialist, and must be installed on each fire system.

Irrigation Systems – A separate water service connection may be required for irrigation systems. The appropriate method of backflow protection will be determined by the City of Monroe's Cross-Connection Specialist, and will be required to be installed on each irrigation system.

Assignment or Transfer – This agreement is not assignable by the customer. Any attempt by the customer to sublet, assign, or transfer any right, duties, or obligations of the customer under this agreement without prior written approval of the city is prohibited.

Breach of Agreement – In the event of any breach of this agreement by the customer or the failure of the customer to abide by the rates, rules, and regulations of the city, the service may be forthwith discontinued, and at the option of the city, its property removed.

Failure of the city to remove such property shall not be deemed an abandonment. No amendment or modifications of this agreement or waiver of any terms or provisions hereunder shall be binding unless such amendment, modification or waiver shall be in writing and signed by the parties hereto. Any waiver by the city of any term or provision hereof shall not operate as a waiver of any other term or provision hereof.

This agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Washington applicable to agreements made and to be wholly preformed therein. It is mutually agreed and understood that in the event any provision of the agreement is ruled by a court of competent jurisdiction to be invalid, then in the event all remaining paragraphs and provisions shall remain in full force and effect as if the judicially declared invalid provision was originally deleted herefrom.

The agreement constitutes the entire agreement between the customer and the city. No undertaking, representation, or warranty made by any agent or representative of the city shall be binding on the city unless expressly included herein. Acceptance of service implies acceptance of the terms and conditions contained herein.