



# WAREHOUSE/INDUSTRIAL RACKING CONSTRUCTION PERMIT

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



## SUBMITTAL REQUIREMENTS PER IFC 105.7.10

THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.  
THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.

### GENERAL INFORMATION

- If your project involves HIGH-PILED COMBUSTIBLE STORAGE, please complete the worksheets that are attached to the HIGH-PILED COMBUSTIBLE STORAGE permit packet.
- An OPERATIONAL PERMIT is also required when the storage area exceeds 500 sf - IFC 105.6.23

### INSTRUCTIONS FOR APPLICATION SUBMITTAL:

Below is a checklist of items that must be submitted as part of your application for a Warehouse Racking Construction Permit. 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 Permit Division at (360) 863-4527.

### GENERAL PROJECT SUBMITTAL CHECKLIST

- (1) Original plus (1) copy of the Combined Permit Application form
- (2) Copies of the floor plan
- (2) Copies of site plan/vicinity map showing location of building
- (2) Copies of WA State Engineer stamped structural plans including details (see plan requirements below)
- (2) Copies of MSDS indicating volume in use and storage
- Statement from Registered Design Professional in Responsible Charge: *"These deferred submittal documents have been reviewed and are found to be in general conformance to the design of the building"*.
- Completed Operational Permit application - (if applicable)

### PLAN REQUIREMENTS

- North arrow and complete building address on each sheet
- Indicate scale used
- The area and dimensions of building or tenant space
- Identify the use of each area (warehouse, factory, office, etc.), and show occupancy classification
- Structural details of rack configuration, heights, widths, columns, flue spaces, braces, connections, anchorage system, etc.
- Show locations and dimensions of racking systems, high-piled storage areas width of aisles (if applicable), location of all exists, exit access doors, exit signs and location of any hazardous material
- Statement of special inspections



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### ADOPTED STATE CODES - EFFECTIVE JULY 1<sup>ST</sup>, 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.

The city may require additional information not specified in the submittal requirements in order to assure compliance with the Monroe Municipal Code.



**Community Development  
Permitting Division**

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

<b>FOR OFFICE USE ONLY</b>
APPLICATION # _____
PERMIT # _____

## COMBINED PERMIT APPLICATION

<b>PERMIT SUBMITTAL HOURS</b> <b>MONDAY – FRIDAY 8:00 – 12:00 / 1:00 – 5:00</b>
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- | Building  | Operations   | Fire                                       | Land Use   |
|---|--|--|--|
| <input type="checkbox"/> Commercial T/I                               | <input type="checkbox"/> Engineering Review        | <input type="checkbox"/> Fire Construction | <input type="checkbox"/> Accessory Dwelling Unit                     |
| <input type="checkbox"/> Demolition                                   | <input type="checkbox"/> Fencing                   | <input type="checkbox"/> Type: _____       | <input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation |
| <input type="checkbox"/> Garage/Carport                               | <input type="checkbox"/> Grading                   | <input type="checkbox"/> Fire Operational  | <input type="checkbox"/> Conditional/Special Use                     |
| <input type="checkbox"/> Mechanical                                   | <input type="checkbox"/> Retaining wall            | <input type="checkbox"/> Type: _____       | <input type="checkbox"/> Land Clearing/Forest Practices              |
| <input type="checkbox"/> New Construction<br>(Commercial/Residential) | <input type="checkbox"/> Rockery                   | <input type="checkbox"/> Type: _____       | <input type="checkbox"/> Planned Residential Development             |
| <input type="checkbox"/> Plumbing                                     | <input type="checkbox"/> Right-of-Way Disturbance  | <input type="checkbox"/> Type: _____       | <input type="checkbox"/> Shoreline Permit                            |
| <input type="checkbox"/> Racking                                      | <input type="checkbox"/> Special Flood Hazard Area | <input type="checkbox"/> Type: _____       | <input type="checkbox"/> Short Plat                                  |
| <input type="checkbox"/> Residential Remodel                          | <input type="checkbox"/> Utility Service           | <input type="checkbox"/> Type: _____       | <input type="checkbox"/> Subdivision/Plat                            |
| <input type="checkbox"/> Sign   | <input type="checkbox"/> Other _____               | <input type="checkbox"/> Type: _____       | <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**

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Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Fax # \_\_\_\_\_

Exp Date \_\_\_\_\_ Mailing Address \_\_\_\_\_

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Contractor's Bond Company: \_\_\_\_\_

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

**DETAILED DESCRIPTION OF PROPOSAL/WORK:**

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**FOR OFFICE USE ONLY**

Plan Check Fee (if applicable): \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Technology Fee: \$ \_\_\_\_\_