



CHANGE OF USE 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 Change of Use. Additional information may be required to review the proposal. If any construction, alteration, repair, etc. is proposed that requires a permit, a separate Tenant Improvement permit will be required in addition to the Change of Use 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 360.863.4527.

SUBMITTAL CHECKLIST

- ◇ (1) Original of the Combined Permit Application form
- ◇ (2) floor plan and narrative of proposal
- ◇ Current copy of Labor & Industries contractor's license
- ◇ Any alteration, repair or enlargement to a building of any occupancy 4,000 sq. ft. and greater requires a WA State Licensed Architect or WA State licensed Engineer stamp on the plans

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 PERMIT DIVISION

806 West Main Street, Monroe, WA 98272
Phone (360) 863-4501 building@monroewa.gov
www.monroewa.gov

FOR OFFICE USE ONLY
APPLICATION #(s) _____

COMBINED PERMIT APPLICATION

Permit Submittal Hours:
Monday-Friday 8:00-12:00 / 1:00-4:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Spray Booth [] See permit types listed in
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Tents & Canopies [] Monroe MMC
[] Plumbing [] Utility Service [] Other [] Other
[] Racking
[] Residential Remodel
[] 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: _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____

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 Owners: 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 # _____ Exp Date _____

Email _____

Mailing Address _____

Contractor's Bond Company: _____

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

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: _____