



*Planning & Permitting Division
Permit Assistance Center*

BACKFLOW DEVICE APPLICATION PACKET



Contents

- *Submittal checklist*
- *Combined permit application*
- *Fixture count sheet*

This is intended only as an informational guide. The information may not be complete and is subject to change.

Updated 2014 – Please verify accuracy of this information / form prior to submitting.

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

BACKFLOW DEVICE

PERMIT SUBMITTAL COMPLETENESS CHECKLIST

Project name:		Accepted by/Date:	
Project address:		File number:	

**THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.
 THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.
 Indicate the sheet number for each item in the left-hand column.**

MMC 13.06.130 - A City of Monroe certified Backflow Assembly Tester (BAT) will conduct the initial inspection at time of installation. After the initial test, the owner is responsible for having the backflow assembly tested annually by a certified BAT .

GENERAL PROJECT SUBMITTALS

Sheet #	N/A	Office Use Only		Reference
			Complete permit application	
			Complete plumbing fixture sheet	
			Two (2) copies of manufacturer's specifications of device being installed	MMC 13.06
			Current copy of Department of Labor & Industries contractor license	www.lni.wa.gov
			Cross section and location of Backflow being installed	

NOTES:



**Planning & Permitting Division
Permit Assistance Center**

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 a.m. – 12:00 p.m / 1:00 p.m. – 5:00 p.m.

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

FOR OFFICE USE ONLY

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: _____

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.

#	<u>Plumbing</u>	
	Additional plan review fees / hr.	\$ 50.00
	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