



CHANGE OF USE COMMUNITY DEVELOPMENT BUILDING DIVISION

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

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Permit Center at 360-863-4501.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at building@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

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.
- ✓ 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.

SUBMITTAL CHECKLIST:

- ◇ **APPLICATION FORM** - Original of the Combined Permit Application form
- ◇ **SITE PLAN** - A drawing at a scale of not less than one inch for each fifty feet (1" = 50')
- ◇ **FLOOR PLAN**
- ◇ **NARRATIVE OF PROPOSAL**
- ◇ **COPY OF LABOR & INDUSTRIES CONTRACTOR'S LICENSE** – (If work is done by a contractor)



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Adopted State Codes – Effective February 1st, 2021

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:

- 2018 ICC Energy Conservation Code with State amendments
- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Fire Code
- 2018 International Fuel Gas Code
- 2018 International Mechanical Code
- 2018 International Property Maintenance Code
- 2018 International Residential Code
- 2018 International Swimming Pool and Spa Code
- 2018 Uniform Plumbing Code

Structural Design Criteria

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

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, subdivisions and in some instance's residential lots.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR