

# **Fill & Grade/Erosion Control Building Permit Application**



**Community Development**



## Application Check List

***Note: This checklist must be completed before your application will be accepted by the City of Shelton. Bring this application along with all required documentation to the City of Shelton Building Department office. This is not a permit, and failure to submit all necessary information will cause a delay and/or rejection of your submittal. When a permit has been approved, you will be notified.***

Office Staff	Requirement	Applicants Initials
	All parts of Application Complete	
	Three (3) Sets of construction documents and a PDF on a USB stick.	
	A SEPA Checklist is required to be submitted if the project is not a part of an exempt project per WAC 197-11-800. Cite Exemption Number Here: _____ Contact Jason Dose, Senior Planner, at 360-432-5102 or <a href="mailto:Jason.Dose@SheltonWA.gov">Jason.Dose@SheltonWA.gov</a> with questions if you're unsure if your proposal is exempt or not.	
	<b>Site Plan</b>	
	Proposed access location to Public Street	
	Existing access location to Public Street, existing adjacent/neighbor accesses to Public Street, & existing location and name of drainage/surface water	
	Proposed drainage facilities type and location	
	Contours/topography from the best available source	
	Existing street names and locations	
	Proposed street names and locations	
	Existing City Right Of Way(s), & Existing easement locations	
	Proposed easement locations	
	Existing water, sewer (size, type)	
	Proposed water, sewer (size, type)	
	Proposed solid waste pick up	
	Vicinity Map, including directions for difficult to find sites	
	Right of Way Permit. Utility Work in the right of way, a new driveway approach, sidewalks, etc. would require a right of way permit.	
	Site utilities-gas lines, power, & underground fuel tanks	



Permit # \_\_\_\_\_

## General Information

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner(s):

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor Registration Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

City of Shelton Business License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Contact (if other than above): \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Permit Fee Schedule

	<b>Office staff</b>
State Fee:	\$
Building Permit Fee:	\$
Plan Review Fee:	\$
Civil Review Fee	\$
Civil Permit Fee	\$
Other:	\$
	\$
	\$
<b>Total Fees:</b>	<b>\$</b>

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

<p><u>Owner's Affidavit</u></p> <p>I certify that I am exempt from the requirements of the contractor's registration law RCW 18.27, and I am aware of the City of Shelton's ordinance requirements for which this permit is issued and that all work done will be in conformance therewith. No changes shall be made without obtaining approval from the Building Department.</p>	<p><u>Contractor's Affidavit</u></p> <p>I certify that I am a currently registered contractor in the State of Washington and I am aware of the ordinance requirements regulating the work for which the permit is issued and all work done in conformance therewith. No changes may be made without first obtaining approval from the Building Department.</p>
<p>Signature of Owner <span style="float: right;">Date</span></p>	<p>Signature of Contractor <span style="float: right;">Date</span></p>



- It is recommended that you contact Mason County P.U.D. #3's Service Engineering Department to learn of the requirements pertaining to electrical service extension policies.
- The Building, Engineering, Fire, Planning and Public Works departments review civil plans, including landscape and site plans. The building plans are reviewed simultaneously by the Building Department. After plans are approved, the permits are then prepared for issuance.
- Once the building permit is issued, a pre-construction meeting may be scheduled with City staff and the contractor, owner, developer, and/or architect. This meeting helps avoid any problems with traffic control, drainage, keeping streets clean, scheduled utility connections and inspections.
- **It is a violation of City ordinance to occupy a building without a Certificate of Occupancy.**

**\*NOTICE\***

- **Per Section 5.04.030 of the Shelton Municipal Code all contractors and sub-contractors, who conduct business within the City limits, are required to have a City of Shelton Business License.**

**Public Works Utilities and Storm Water Requirements**

A Utility Application is required in order for the site to receive City water and sewer service. The application is submitted when building/plumbing permits are completed and submitted, please ask staff. The applicant will complete and sign the Utility Application form and submit it along with the application fees. Incomplete applications will not be accepted and will be returned to the applicant.

**Water and Sewer Service**

The applicant installs the water service from the mainline to the meter and the sewer lateral from the mainline to the right-of-way, per the current City Design and Construction Standards Manual. The applicant is responsible to hire a **licensed and bonded** contractor to make the water and/or sewer taps under the City's inspection. Please check with L&I as to the current license status of your contractor. The applicant shall submit water service/meter and sewer lateral sizing calculations per the current City adopted version of the Uniform Plumbing Code. If you have questions regarding construction requirements, type of pipe, size of pipe, or number of connections required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Constructions Standards. Also note that this work will require a **Right of Way permit application** and underground utility locates. Call the Utility Underground Location Center two days before you dig, 1-800-424-5555, [www.callbeforeyoudig.com](http://www.callbeforeyoudig.com).



**Stormwater**

All construction will be required to submit an abbreviated drainage plan, which includes a Small Parcel Erosion & Sediment Control Plan (TESC). This information should be included on the site plan drawing submitted. Please consult with staff, Shelton Municipal Code, the Public Works Design and Constructions Standards.

Shelton's Phase II Western Washington Stormwater Permit requires that the City provide the following information to the applicant. It is incumbent upon the applicant to read and submit a Notice of Intent (NOI) to Washington State Department of Ecology if applicable to the project.

General construction stormwater permit information can be found here:

<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit/eCoverage-packet>