



250 Madison Street, Suite 3
 Port Townsend WA 98368
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Commercial Building Permit Application

Project Address & Zoning District:	Legal Description (or Tax #): Addition: _____	Office Use Only Permit # _____ Associated Permits: _____ _____ _____ _____ _____
Parcel #	Block: _____ Lot(s): _____	
Project Description:		

➤ Applications accepted by mail must include a check for initial plan review fee of \$150
 ➤ See the "Commercial Building Permit Application Checklist" for details on plan submittal requirements.

Property Owner:
 Name: _____
 Address: _____
 City/St/Zip: _____
 Phone: _____
 Email: _____

Lender Information:
 Lender information must be provided for projects over \$5,000 in valuation per RCW 19.27.095.
 Name: _____
Project Valuation: \$ _____

Contact/Representative:
 Name: _____
 Address: _____
 City/St/Zip: _____
 Phone: _____
 Email: _____

Construction Type: _____
 Occupancy Rating: _____
Building Information (square feet):
 1st floor _____ Restrooms: _____
 2nd floor _____ Deck(s): _____
 3rd floor _____ Storage: _____
 Basement: _____ Is it finished? Yes No
 Other: _____
 New Addition Remodel/Repair
 Change of Use

Contractor:
 Name: _____
 Address: _____
 City/St/Zip: _____
 Phone: _____
 Email: _____
 State License #: _____ Exp: _____
 City Business License #: _____

Total Lot Coverage (Building Footprint):
 Square feet: _____ % _____
Impervious Surface:
 Square feet: _____

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____

Date: _____

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

This checklist is for new construction, additions, and remodels

- Commercial building permit application.
- Non-Residential Energy Code forms: ☼ Lighting ☼ Mechanical ☼ Envelope
- Three (3) sets of plans with North arrow and scaled, no smaller than $\frac{1}{4}$ " = 1 foot:
 - Title Page/Cover Sheet:**
 1. Project identification
 2. Project address, legal description, location map, tax parcel number(s)
 3. All design professionals identified including addresses and phone numbers
 4. Name, address, and phone number of person responsible for project coordination
 5. Design criteria, including occupancy group, construction type, allowed floor area vs. proposed, occupant loads, height and number of stories, deferred submittals, etc.
 6. Designate compliance with all applicable codes
 - A site plan showing:**
 1. Legal description and parcel number (or tax number),
 2. Property lines and dimensions
 3. Setbacks from front, sides and rear in accordance with a pinned boundary line survey
 4. On-site parking and driveway with dimensions
 5. Street names and any easements or vacations
 6. Location and diameter of existing trees
 7. Utility lines
 8. If applicable, existing or proposed septic system location
 9. Delineated critical areas boundaries and buffers
 - Foundation plan:**
 1. Footings and foundation walls
 2. Post and beam sizes and spans
 3. Floor joist size and layout
 4. Holdowns
 5. Foundation venting
 - Floor plan:**
 1. Room use and dimensions
 2. Braced wall panel locations
 3. Smoke detector locations
 4. Attic access
 5. Plumbing and mechanical fixtures
 6. Occupancy separation between dwelling and garage (if applicable)
 7. Window, skylight, and door locations, including escape windows and safety glazing
 - Wall section:**
 1. Footing size, reinforcement, depth below grade
 2. Foundation wall, height, width, reinforcement, anchor bolts, and washers
 3. Floor joist size and spacing
 4. Wall stud size and spacing
 5. Header size and spans
 6. Wall sheathing, weather resistant barrier, and siding material
 7. Sheet rock and insulation
 8. Rafters, ceiling joists, trusses, with blocking and positive connections
 9. Ceiling height
 10. Roof sheathing, roofing material, roof pitch, attic ventilation
- Exterior elevations with existing slope of the land in relation to all proposed structures
- If architecturally designed, one set of plans must have an original signature
- If engineered, one set of plans must have one original signature
- For new dwelling construction, Street & Utility or Minor Improvement application