



**Community Development  
Building Permit Application**  
407 Birch Ave SW, P. O. Box 810 Napavine, WA 98565  
Phone: (360) 262-9344 Fax: (360) 262-9199  
www.napavine.wa.gov

						<b>DATE RECEIVED</b>	<b>BY</b>
<b>Site Address:</b>							
<b>Tax Parcel No.</b>	<b>Lot No.</b>	<b>Blk</b>	<b>Division Name/Plat #</b>	<b>Sec.</b>	<b>Twp</b>	<b>Rng</b>	
<b>Owner's Name:</b>							
<b>Mailing Address</b>							
<b>Phone Number:</b>							
<b>Applicant's Name:</b>							
<b>Mailing Address:</b>							
<b>Phone Number:</b>							
<b>Contact: (When permit ready or if additional information is required)</b> <input type="checkbox"/> Owner    or <input type="checkbox"/> Contractor							
<input type="checkbox"/> Self-Built (or provide contractor's information)							
<input type="checkbox"/> Contractor's Name: _____				Phone No.: _____			
L&I License No.: _____				License Expiration Date: _____			
<b>Project Description:</b>							
<b>Valuation/Bid Price:</b>			<b>No. of Bedrooms:</b>			<b>No. of Bathrooms:</b>	
<b>Square Feet:</b>	Main _____	Second _____	Garage _____	Deck/Porches _____			
Finished Basement _____	Unfinished Basement _____	Other _____					
<p><b>I certify that</b> all plans, specifications, and other submissions required in support of this application conform to the requirements of the State Building Code; the construction as located at the site will conform to the State Building Code and to all other applicable laws and ordinances; I understand that it is solely my responsibility to research Napavine's Municipal Code for all requirements and applicable charges during construction; and I am the owner/applicant or have authority to bind the owner to these covenants and I have examined this application and know the same to be true and correct:</p>							
_____				_____			
Owner/Applicant's Signature				Date			
<b>FOLLOWING IS REQUIRED DOCUMENTATION FOR THIS PERMIT</b>							
<b>Minimum Requirements</b>	<b>Req'd</b>	<b>Rcvd</b>	<b>Additional Applications</b>	<b>Req'd</b>	<b>Rcvd</b>		
Completed Application	<b>X</b>		Road Approach Permit (county roads)				
Permission to Enter (PTE)	<b>X</b>		Fire Permit (propane tanks, fireworks displays)				
Critical Areas/Resource Lands (CARL)			Floodplain Development Permit				
Assessor's Map (current)			Grading Permit (50+ cy fill/grade)				
Site Plan (current)			Shorelines Permit (exemption or substantial development)				
Two (2) complete sets of plans			Stormwater Permit				
Energy Code Compliance			Special Use Permit				
SEPA Checklist			Administrative Approval				
			Variance				
			<b>Other:</b>				
<b>Sewer Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Water Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please see page 2)							
<b>Zoning:</b>	<b>UGA/Form 17 Sent:</b>			<b>Construction Type:</b>		<b>Occupancy:</b>	



**WATER & SEWER**

Connection to the system requires that all fees are paid at the issuance of the building permit and all other requirements shall be met by the applicant.

<p><b>City of Napavine Sewer:</b> Permit No.: _____ Date Issued: _____   <b>Sewer Hook-up Fees</b> <input type="checkbox"/> \$ _____          Meter Size: _____          Quantity _____  <b>Additional Units</b>    <input type="checkbox"/> 2 – 20    \$2,500.00 each                                        <input type="checkbox"/> 21            \$ _____                                        <input type="checkbox"/> 22 – 40    \$1,500.00 each   <b>Commercial per ERU</b>    QTY: _____ @ \$675.00  <b>ULID Assessment</b>        _____  <b>Facility Improvement Fee</b> _____</p>	<p><b>City of Napavine Water:</b> Water System ID No.: _____   <b>Water Hook-up Fees</b> <input type="checkbox"/> \$ _____          Meter Size: _____          Quantity _____  <b>Additional Units</b>    <input type="checkbox"/> 2 – 20    \$2,100.00 each                                        <input type="checkbox"/> 21            \$ _____                                        <input type="checkbox"/> 22 – 40    \$2,100.00 each   <b>Commercial per ERU</b>    QTY: _____ @ \$1,600.00  <b>ULID Assessment</b>        _____  <b>Facility Improvement Fee</b> _____</p>
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PLUMBING PERMIT		MECHANICAL PERMIT	
Number	Type of Fixture	Number	Type of Fixture
	Water Piping		Wood Stove
	Laundry Tray		Boiler _____ BTU
	Water Closet (Toilet)		Heat Pump _____ BTU
	Clothes Washer		Force Air Systems _____ BTU
	Bathtub		Air Condition Units _____ BTU
	Shower		Unit Heater (suspended/floor mounted)
	Water Heater		Commercial Range Hood
	Floor Drain		Commercial Clothes Dryer
	Lavatory (Washbasin)		Air / Air Heat Exchanger
	Sewer		Gas Piping
	Dishwasher		Gas Fireplace/Stove/Heater
	Kitchen Sink & Disposal		Zero Clearance Fireplace
	Bar Sink		Vacuum Breakers
	Urinal		Other:
	Slop Sink		
	Other:		



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FEES			SPECIAL CONDITIONS
Building Permit			
Plan Review			
Mechanical Permit			
Plumbing Permit			
State Building Code	6	50	
<b>TOTAL BUILDING FEES</b>			
CARL Review			
Fire Permit			
Flood Permit			
Grading Permit			
SEPA Checklist & Public Hearing			
Shorelines Permit			
Water Hook-up Fee			MSC #
Sewer Hook-up Fee			
Other Permit Fees			
<b>TOTAL FEES</b>			
<b>Permit Number:</b>			
<b>City Official Signature:</b>			



Permission to Enter

Date: \_\_\_\_\_ BP No.: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

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

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

Parcel Number: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I understand that the City of Napavine requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Which may require on site permit processing, review, and inspection by employees of the Community Development Department, and/or Public Works Department for the property stated above.

By my signature below, permission is granted for representative(s) of the Community Development and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that is this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: [ ] Not Required [ ] Request

Must provide phone number where applicant can be reached between the hours of 8am and 4:30pm Mon. - Fri.



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## Proposed Structure Siting Diagram

Show the following information on the sketch below:

1. Indicate North Arrow
2. Property dimensions and boundary lines
3. Proposed structure dimensions and setbacks (front, side, and rear – marked in feet)
4. Type of structure
5. Existing structure(s) with paved and graveled surfaces (patios, etc.)
6. Driveway location
7. Streets or alleys, if applicable
8. Major features of property (ravines, seasonal creeks, wetlands, etc.)
9. Existing well or septic system location

**A site inspection must be performed by the City of Napavine prior to the start of construction.**



## Plan Review

BP No.: \_\_\_\_\_

**PLANNING DEPARTMENT**

	Approved	Denied	N/A
Zoning and Siting Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Home Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill/Grade Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variance/Conditional Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Conditions: _____			

Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Initial: \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT**

City Water System Availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer Availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street, Sidewalk, and Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Conditions: _____			

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

**BUILDING DEPARTMENT**

Plan Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineered Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to Enter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incomplete – Additional Documentation Needed:			
_____		Received	<input type="checkbox"/>
_____		Received	<input type="checkbox"/>
_____		Received	<input type="checkbox"/>

Comments/Conditions: \_\_\_\_\_

Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Initial: \_\_\_\_\_

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## Call For the Following Required Inspections

To clarify when it is necessary for the owner or contractor to notify this office of required inspection, the following guidelines are provided.

POST HOLES:	After all holes are dug and concrete placed in bottom of hole.
SETBACKS:	Setbacks from property lines are based on furthest point of build. i.e. gutter line. All construction must meet set back requirements from property lines.
FOOTINGS:	After forms are set, rebar is in place and prior to pouring.
FOUNDATION:	<u>Concrete Walls:</u> After forms are set and braced, rebar is in place and prior to pouring. <u>CMU Walls:</u> After completion of mortaring all blocks in place and prior to setting any plates. All bond beams or other reinforced cells to be inspected before grouting.
UNDERSLAB:	After all plumbing groundwork installed and tested with all copper and ABS wrapped or sleeved if in contact with concrete; moisture barrier installed, and any required slab insulation installed.

**NOTE: The Building Official may require the removal of any foundation work done or concealed without the required inspection.**

FIREPLACE/CHIMENEY:	At top of firebox.
SHEAR NAILING:	Prior to cover.
ROUGH PLUMBING:	After all rough plumbing including drains, vents, and water supply lines are completed and tested.
ROUGH MECHANICAL:	After all ductwork installed and properly supported.
FRAMING:	After completion of all rough framing and windows installed; masonry, plumbing, mechanical, and electrical rough-in is done prior to installation or sheetrock.
INSULATION:	After approval of framing inspection, insulation installed, and caulking completed prior to installation of any sheetrock.
SHEETROCK:	After insulation inspection approved, sheetrock installed and prior to taping and finishing.
FINAL:	All systems installed and building ready for occupancy.

**NOTE: Any structural framework, rough plumbing, or rough mechanical covered or concealed without the approval of the Building Official may be subject to removal by the owner or contractor at the request of the building Official.**

In addition to the called inspection specified above, the Building Official may make, or require, any other inspections of any construction work to determine compliance with the provisions of the code. **Arrangements for inspections may be made by calling (360) 262-9344 ext. 241 for scheduling purposes 24-hour notice is required for all inspections.** In order to accomplish this, advance planning by the owner or contractor must be done to avoid unnecessary contractor must be done to avoid unnecessary construction delays.