City of Algona
402 Warde Street, Algona WA
253-833-2897

Permit Application

For Staff Use Only Application No:

Permit Type: ☐ New ☐ Addition ☐ Alteration ☐ Demolition ☐ Fill ☐ Grade ☐ Mechanical ☐ Plumbing ☐ Right of Way ☐ Sewer ☐ Water ☐ Other

Value of Construction $$

Project Site Address:

Parcel No:

Property Owner: Address: Phone:

Project Applicant: Address: Phone:

Contractor: Address: Phone:

State Contractors License # :

Algona Business License #:

Architect: Address: Phone:

Engineer: Address: Phone:

Description of Work:

Basement Sq Ft._____ 1st Floor Sq Ft._____ 2nd Floor Sq Ft._____ Deck Sq Ft._____

Garage Sq Ft._____ Porch Sq Ft_____ TOTAL SQ FT _____

Plumbing (please indicate the number of new or relocated fixtures) Total Fixtures: _____

☐ Clothes Washer _____ ☐ Dishwasher _____ ☐ Backflow_____ ☐ Bathtub_____ ☐ Shower/tub Combo _____

☐ Hot Water Tank _____

☐ Toilet _____ ☐ Hose Bibb _____ ☐ Shower _____ ☐ Kitchen/Bath/Laundry Sink _____

Mechanical (indicate number of new or relocated applicances) Total Fixtures: _____

☐ Air Conditioner/Heat Pump _____ ☐ Fans _____ ☐ Gas Piping (# of outlets) _____ ☐ Vents _____

☐ Fireplace Insert _____ ☐ Furnace < 100,000 BTU's _____ ☐ Wall heater _____ ☐ Furnace > 100,000 BTU _____

Fill and/or Grade

Type of Fill and/or Grade:_____ Amount in Cubic Yards:_____

Effect to drainage:_____

Right of Way

Linear feet of work in right of way: _____

Owner/Agent Signature:_____ **Date:**_____

BUILDING PERMIT APPLICATION CHECKLIST

Site Address:_____ **Parcel No:**_____

Applicant Name:_____ **Project Name:**_____

To obtain a permit for new construction, additions, and remodels, the following information must be provided to the City of Algona (this checklist to be filled out by a City of Algona employee):

□ **Complete Building Permit Application** – missing information will cause the application to be rejected. Include Washington State Contactor's License and City of Algona Business License.

□ **Site Plan – submit four copies** (The site plan includes such items as topography, water & sewer locations, stormwater drainage, property & building dimensions and proposed distances to property lines, and all street frontage improvements (curb, gutter, sidewalk).

□ **Vicinty** Map

Grading – If you project meets any of the following criteria, a grading permit is required prior to or at the time of a building permit application.

□ Clearing or grading work exceeding 5 cubic yards on an individual lot

□ Creation of impervious surfaces exceeding 5,000 square feet

Building Plans – Submit four copies – Building plans minimum requirements include:

□ Drawn to 1/4 inch = 1 foot or larger architectural scale

□ Design criteria to include design loads for ground snow, seismic site class or seismic design category, wind speed, height, stories, floor area, occupancy class, occupant load and design soil bearing requirements.

□ Elevations on all sides of building. Minimum scale of ¼ inch per foot for front elevation and 1/8 inch per foot rear and sides elevations. All elevations to show footing depth and finished ground. The first floor of all structures must be at an elevation of 71 feet above sea level or one-foot above the street centerline, whichever is higher. This dimension must be shown on the construction drawings.

□ Floor plans, all floors showing both new and existing areas and uses.

□ Foundation plan

□ Roof plan

□ Floor framing plan

□ Building cross sections and structural details

□ If project is professionally designed, provide structural plans and calculations

□ Design professional seal to bear original signature

Critical Areas Determination

Zoning:_____

□ Critical Areas Suspected or known to be on the parcel:

- Geologic Hazard Area (landslide, erosion, seismic, volcanic)
- Wildlife Habitat Areas
- Wetlands
- Flood Hazard Area
- Groundwater Protection Area
- Stream (and River)

Critical Area Reports comlpeted or required:

- Geologic Hazard Critical Area Report
- Wetland Critical Area Report
- Base Flood Elevation Certificate
- Other Critical Area Report

Mobile Homes

□ Washington Installer's Certification Number (WAINS) for the installer and a copy of the installer's certification from the Washington State Dept of Labor and Industries must accompany the building permit application.

Fire Sprinkler Permit – You may be required to install a fire sprinkler system if you do not meet certain criteria which is determined by the Valley Regional Fire Authority. You will need to contact the Fire Marshall's office for determination. They can be reached at 253-288-5800.

□ Fire Permit Required □ Fire Permit Not required

Utility Connection Permit Application

□ Water Service Connection

□ Sewer Service Connection

□ Mechanical

□ Plumbing

Storm Permit Application (storm system shown on site plan)

□ You may be required to apply for a Dept of Ecology Construction Stormwater Permit. There is an informational packet attached to this checklist. If your project disturbs 1 acre or more of land, AND there is a possibility that stormwater could run off you site during construction and into surface waters or conveyance systems leading to surface water of the state, an Ecology Construction Stormwater Permit is required.

This checklist is deemed **incomplete** by:_____	Date:_____
This checklist has been reviewed and **receipted** in by:_____	Date:_____