



**Columbia County Planning &  
Building Department**  
114 South 2<sup>nd</sup> Street  
Dayton, WA 99328  
509-382-4676

## COMMERCIAL PERMIT APPLICATION

NEW CONSTRUCTION                       ADDITION/ALTERATION

**JURISDICTION PERMIT FOR:**

COLUMBIA COUNTY                       CITY OF DAYTON                       TOWN OF STARBUCK

| PROJECT LOCATION    |  |
|---------------------|--|
| <b>SITE ADDRESS</b> |  |
| <b>TAX PARCEL #</b> |  |

| APPLICANT                   | <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____ |                        |
|-----------------------------|--|------------------------|
| <b>Name:</b>                |  | <b>Day Phone</b>       |
| <b>Mailing Address:</b>     |  |                        |
| <b>E-mail:</b>              |  | <b>Cell Phone</b>      |
| PROPERTY OWNER              |  |                        |
| <b>Name:</b>                |  | <b>Day Phone</b>       |
| <b>Mailing Address:</b>     |  |                        |
| <b>E-mail:</b>              |  | <b>Cell Phone</b>      |
| CONTRACTOR                  | <input type="checkbox"/> YES <input type="checkbox"/> N/A  |                        |
| <b>Name:</b>                |  | <b>Day phone</b>       |
| <b>Mailing Address:</b>     |  |                        |
| <b>E-mail:</b>              |  | <b>Cell Phone</b>      |
| <b>Contractor License #</b> |  | <b>Expiration Date</b> |

| PERSON PERFORMING THE WORK  |                    |
|---|--------------------|
| <input type="checkbox"/> I am currently registered and properly licensed as a CONTRACTOR or SPECIALITY CONTRACTOR as defined under RCW 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit; or<br><input type="checkbox"/> I am an AUTHORIZED AGENT of the property owner and all work will be done by a properly licensed contractor or a specialty contractor as defined under RCW 18.27.010 and 18.27.110 and is legally qualified to perform the work sought by this permit; or:<br><input type="checkbox"/> I am EXEMPT from the requirements of the Contractor Registration laws, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I will do all of my own work or use all registered and licensed contractors and/or specialty contractors in connection with the work to be performed under the permit applied herein. |                    |
| <b>Signature:</b> _____   | <b>Date:</b> _____ |
| <b>Print Name:</b> _____  |                    |

For information about Contractor Licensing and Registration Requirements, please contact the Washington State Department of Labor & Industries at 1-509-735-0100 (or) <http://www.lni.wa.gov/> (or) <http://lni.wa.gov/TradesLicensing/Contractors/HireCon/default.asp>

**PAYMENTS:** Make check payable to Columbia County Treasurer or pay with credit card at <https://bit.ly/2XdO1T7>  
(minimum \$2 or 2.5% fee applies)

|  |  |  |   |
|--|--|--|---|
| <b>REQUIRED DOCUMENTS</b>                          |  | (Additional documents may be required upon completion of review) |   |
| <input type="checkbox"/> <b>Construction plans</b> | • See Commercial Plan Review Checklist | <input type="checkbox"/>   | <b>If Applicable:</b>   |
| <input type="checkbox"/> <b>Site Plan</b>          | • See Commercial Plan Review Checklist | <input type="checkbox"/>   | SEPA Checklist and submittal  |
|  |  | <input type="checkbox"/>   | Contact Columbia County Health Department for projects involving food/beverage service at (509) 382-2181. |

|  |  |  |                          |
|--|--|--|--------------------------|
| <b>PROJECT INFORMATION</b>   |  | <b>Description of Work:</b>  |                          |
|  |  |  |                          |
| <b>Project Valuation</b><br>(Based on Fair Market Value of Labor and Materials):<br>\$ _____   |  | <b>Type of Construction</b> (block/wood/metal/stick-built):  |                          |
| <b>Existing Use:</b>   |  | <b>Proposed Use:</b>   |                          |
| <b>Existing Impervious Surface (sq. ft.):</b>  |  | <b>Total New Impervious Surface (sq. ft.):</b>   |                          |
| <b>Existing Lot Coverage (sq. ft.):</b>  |  | <b>Total New Lot Coverage (sq. ft.):</b>   |                          |
| <b>Building Type(s):</b>   | <b>Type of Project(s):</b>   | <b># of Stories:</b>   | <b># of Dwellings:</b>   |
| <input type="checkbox"/> Residential   | <input type="checkbox"/> New <input type="checkbox"/> Tenant Improvement | <b>Basement:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Total # Bedrooms:</b> |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition  | <b>Building Height:</b>  |                          |
| <input type="checkbox"/> Multi-Family  | <input type="checkbox"/> Addition <input type="checkbox"/> Foundation    | <b>Heat Source:</b> <input type="checkbox"/> Electric <input type="checkbox"/> Other _____   |                          |
| <input type="checkbox"/> Public  | <input type="checkbox"/> Accessory <input type="checkbox"/> Reroof       |  |                          |
| <input type="checkbox"/> Manufactured  | <input type="checkbox"/> Repair <input type="checkbox"/> Other _____     |  |                          |
| <b># of Stories:</b>   | <b>Building Height:</b>  | <b># of Bedrooms:</b>  |                          |
| <b>Sewer Connection:</b> <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A |  | <b>Water Connection:</b> <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A |                          |
| <b>Electric Service:</b> <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A |  | <b>Other</b> _____ <input type="checkbox"/> New <input type="checkbox"/> Revise <input type="checkbox"/> Existing <input type="checkbox"/> N/A       |                          |

|   |  |
|---|--|
| <b>LENDER INFORMATION:</b>  | <b>Self-Financed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If you checked "NO" - Information must be provided for projects valued over \$5,000 per RCW 19.27.095.</i> |  |
| <b>Name of Lender:</b> (or) Bonding Company providing interim construction financing:                         | <b>Phone:</b>  |
| <b>Address:</b>   |  |

|  |              |
|--|--------------|
| <b>APPLICANT CERTIFICATION</b>   |              |
| * I certify that I am the <b>owner</b> of the property described above (or) the owner(s) <b>authorized agent</b> and I have been given express permission by the owner(s) of the property to submit this application for permit and that I am authorized by the owner(s) of this property to perform the work for which the application is made and I comply with the requirements of the Washington State Contractors Act, per RCW 18.27. I certify that to the best of my knowledge, the information submitted in support of this permit application is true and correct. I understand that issuance of this permit does not remove the owner's responsibility for compliance with local, state or federal laws regulating construction, land use or environmental laws. |              |
| <b>Signature of Applicant:</b> Owner (or) Authorized Agent   | <b>Date:</b> |
| <b>Print Name:</b>   |              |
| <b>NOTICE:</b> An application for a permit for any proposed work shall be deemed to be abandoned 180 days after the date of filing unless an application has been pursued in good faith or a permit has been issued.   |              |

**STAFF USE ONLY**

**Zone:**  
**Allowed use**  Yes  No

**SEPA Exempt**  Yes  No  
**RCW Citation:**

**Occupancy Class(es):**

**Change in Occupancy?**  Yes  No

|   |   |              |  |   |
|---|---|--------------|--|---|
| <b>Allowed Setbacks :</b>   | <b>Front:</b>   | <b>Side:</b> | <b>Rear:</b>   | <b>Other:</b>   |
| <b>Actual Setbacks:</b>   | <b>Front:</b>   | <b>Side:</b> | <b>Rear:</b>   | <b>Other:</b>   |
| <b>CUP requested</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                           | <b>Flood Zone</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                     |              | <b>Wetland</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No       | <b>Landslide Hazard</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Variance requested</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                      | <b>Elevation Certificate Required</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |              | <b>Riparian Area</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Erosion Hazard</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>Historic District/Designation:</b>   | <b>Aquifer Protection</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No             |              | <b>Shoreline</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No     | <b>Seismic Hazard</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <b>COA Req'd:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | <b>Special Studies submitted:</b>   |              |  |   |

**NOTES:**



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COMMERCIAL PLAN REVIEW CHECKLIST

SITE PLAN:

- Property lines, Topography, Driveway location & width, Parking lot details, easement, landscaping, location of outdoor lighting, right-of-ways, dimensions.

STRUCTURAL PLANS will vary depending on the size and complexity of the project. Include the applicable items below.

STRUCTURAL PLANS:

- Foundation plan, Framing plans, Section details, Roof plans, Typical details.

ARCHITECTURAL PLANS AND SPECIFICATIONS:

- Cover/Title Sheet, Construction type, Door & window schedule, Exterior elevations, Interior elevations, Fire sprinkler submittal, Floor plan, Occupancy, Site details, Roof plan, Wall cross sections, Building envelope WSEC compliance forms, All rooms labeled, Room dimensions, Ceiling plan, Fire blocking, Stair cross section.

MECHANICAL/PLUMBING PLANS AND SPECIFICATIONS:

- Site plan, Fire protection plan, Mechanical schedules, Mechanical WSEC comp forms, Plumbing fixture schedule, Piping details, HVAC plan, Equipment location, Plumbing plan, Backflow location, HVAC details, Roof plan.

ELECTRICAL PLANS AND SPECIFICATIONS:

- Symbols and note, Electrical site plan, Lighting WSEC comp form, Fixture schedule, Equipment plans, Equipment sections and details, Lighting Plan, Fire alarm diagram.

LANDSCAPING PLANS AND SPECIFICATIONS:

- Landscaping plan, Irrigation plan (with backflow), Plant schedule.

PUBLIC WORKS PLANS AND SPECIFICATIONS:

- On-site storm drainage, Utility connection, Industrial / Commercial Wastewater Survey form, Driveway location, size and handicap ramps, Parking lot lighting layout and details.

I certify, by checking this box and signing my name below, that the checked items are included in my application packet and construction drawings if they are applicable. Errors/omissions may result in delay of permit issuance and/or certificate of occupancy.

Applicant's Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_