



833 S. Spruce Street • Burlington WA 98233  
Phone: (360) 755-0077 • Fax: (360) 755-9309  
Email: bbuilding@ci.burlington.wa.us

## NEW COMMERCIAL CONSTRUCTION PERMIT SUBMITTAL REQUIREMENTS

Additional information may be necessary to process your specific application. Please check with the City of Burlington Planning Department for zoning regulations at (360) 755-9717.

Plans that do not contain the following minimum information **will not** be accepted for plan check.

- Completed permit application.
- Completed Engineering Packet (please submit forms only applicable to your project – contact Building Department if you need further assistance with this).
- WA State Energy Code checklist.
- Current copy of Department of Labor and Industries contractor's license.
- Four (4) complete sets of construction plans - **(to include Site plan, Architectural & Structural)**.
- Two (2) complete sets of Landscape and Irrigation plans. Indicate type of plant/trees, mature size, numbers to be planted, locations and planting schedule. (Separate from construction plans). Additional copies (14 sets) will be required if Plan Review by the Planning Commission is required.
- Four (4) complete sets of Civil Engineering plans (Separate from construction plans).
- Two (2) sets of structural calculations.
- Two (2) sets of fire sprinkler plans.
- Two (2) sets of fire alarm plans.
- Three (3) 11 x 17 reduced copy of site plan.
- Four (4) copies of Environmental Checklist (if applicable) - 1 with original signature.
- Four (4) copies of Traffic Report (if applicable).
- Four (4) copies of Soils Report (if applicable).
- Four (4) copies of Storm water Drainage Reports (if applicable).

**Keep in mind that any alteration, repair, enlargement, etc. to a building of any occupancy 4,000 square feet and greater requires a WA State Licensed Architect or WA State Licensed Engineer stamp on the plans (RCW 18.08.410). Please see the applicable permit submittal documents for more information.**

**The following guidelines should be provided on the documents:**

**Coversheet for construction documents:**

- Project address and Tax Parcel #
- All design professionals identified, including addresses and telephone numbers.

**Design Criteria list:**

- Occupancy group
- Type of construction
- Square footage and / or allowable area
- Fire sprinkler requirements
- Height and number of stories
- Occupant load
- Parking requirements required / provided
- Design load (roof, floor, wind)

**Site plan requirements:**

- Scale 1" = 20' or larger, indicate North direction arrow.
- Indicate setbacks to property lines.
- Indicate location of all utilities (include gas, water, telephone, electric).
- Indicate water and sewer service location from the property line to buildings.
- Septic systems require approved design from Skagit County Health Department
- Dimensions and distances between **ALL** buildings, existing and proposed. Indicate distance to all property lines, buildings and roof overhangs.
- Indicate all existing and proposed easements.
- Indicate building and lot corner elevations, site topography. If grading is involved show proposed and existing elevations, include slopes, cuts and fills (in cubic yard increments). (Grading permit application included in attached Engineering Packet)
- Indicate parking layout (include handicap detail), lighting, surfacing and garbage/recycle container locations. Indicate number of parking spaces required and number provided. Barrier free parking and signage should also be shown on site plan.
- Indicate pavement type (asphalt, concrete or pervious material)
- Indicate existing street improvements; show curb, sidewalk and driveways. Provide detail to driveway approach, curb and sidewalk construction.
- Show method of surface water run-off and applicable calculations for storm drainage. Indicate temporary erosion control plan. Show any natural drainage ways and method to be employed to keep from blocking the natural flow of these waters.
- Indicate open space areas.

**Exterior Elevations:**

- All views showing North, South, East and West faces of the building elevations.
- All openings, doors, windows, etc.
- All lateral bracing systems where applicable.
- ADA access to building, including ramps and parking.

**Interior Elevations:**

- All ADA required toilet fixtures and hardware installations with vertical height clearances shown.
- Relights, sill heights, elevator operation panels, etc., which are subject to code requirements.
- Dimensions for restroom fixture clearance.

**Foundation Plans:**

- All foundations and footings, including sizes, locations, reinforcing, and imbedded anchorages such as anchor bolts, hold-downs, and post bases.

**Floor Plans:**

- Scale 1/4" – 1' or larger.
- Room size dimensions and use of each room.
- Details of required firewall, floors, doors and fire rating of openings.
- Mechanical equipment locations, supply heat/cooling calculations.
- Show plumbing fixture locations.
- Hall and stairway locations and required widths.
- Doors and window location dimensions. Show minimum glazing requirements.
- Provide door, window and hardware schedules.
- Provide details for compliance with Barrier Free Code; including signage. Dimensions for restroom fixture clearance.

**Structural:**

- Provide complete structural calculations.
- Provide complete cross sections.
- Provide complete wall details.
- Indicate on foundation plan rebar placement, size and spacing of anchor bolts, size and location of foundation vents, crawl space access and dimension, vapor barrier, framing of cripple walls.
- Show layout of beams, joists-floor/ceiling, include grade and species of lumber.
- Show layout of trusses, indicate bearing point of girder trusses. Roof framing shall include loads for HVAC or other equipment and any dropped ceiling.
- Seismic requirements for dropped ceilings with detail.
- Detail of stairways/guardrails.
- Show minimum bracing requirements and provide engineered calcs. for alternates.

**Framing Plans and Roof Framing Plans:**

- All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof-mounted equipment.

### **Building Sections and Wall Sections**

- All materials of construction
- All non-rated and fire-rated assemblies and fire rated penetrations
- All vertical dimensions

### **Plumbing System**

- All fixtures, piping, slopes, materials and sizes
- Connection points to utilities, septic tanks, pretreatment sewer systems and water wells.

### **Mechanical System**

- Entire mechanical system
- All units, their sizes, mounting details, all duct work and duct sizes
- All fire dampers where required
- Equipment schedules
- Energy conservation calculations per State of Washington
- Indoor air quality standards

### **Electrical System**

- All electrical fixtures (interior, exterior and site)
- Emergency lighting with battery back up (if applicable).
- Fixture layout / switching
- Exit lighting and exit illumination with battery back up (if applicable)
- Drop ceiling and seismic bracing

### **Deferred Submittals**

List all work that is intended to be submitted as design-build or deferred.

### **Addenda's and Changes**

It shall be the responsibility of the individual identified on the cover sheet as the principal design professional to notify the Building Official of any and all changes through out the project and provide revised plans, calculations, or other appropriate documents prior to actual construction.

### **Revisions**

For clarity, all revisions should be identified with a Delta symbol, should be clouded on the drawings or resubmitted as a new set of plans, and should identify the engineer or architect of record.

With each different elevation change, you are required to submit the elevation that corresponds to that particular plan. ALL "options" shown on drawings that is to be used need to be identified with the word YES or removed from drawings.

**THE PROPERTY OWNER IS RESPONSIBLE FOR ESTABLISHING ALL PROPERTY LINES AND COMPLIANCE WITH BUILDING SETBACKS. PROPERTY CORNERS SHALL BE STAKED AND STRING-LINED FOR INSPECTION.**



<b>FOR OFFICE USE ONLY</b>	
Permit #(s)	_____
Eng #	_____
Date	_____

**BURLINGTON FIRE DEPARTMENT**  
 130 Sharon Ave. • Burlington, WA 98233  
 Phone: (360) 755-0261 • Fax: (360) 755-9181

**COMMUNITY DEVELOPMENT / ENGINEERING**  
 833 S. Spruce Street • Burlington, WA 98233  
 Phone: (360) 755-9717 • Fax: (360) 755-9309

## CITY OF BURLINGTON – Combined Permit Application

**Permit Submittal Hours Monday through Friday:**

Building, Fire & Land Use permits: 8:30 am – 5:00 pm  
 Engineering permits: 8:30 am – 5:00 pm

- | Building   | Engineering  | Fire  | Land Use  |
|--|--|---|---|
| <input type="checkbox"/> Building (new construction) | <input type="checkbox"/> Engineering Review        | <input type="checkbox"/> Fire Alarm         | <input type="checkbox"/> Accessory Dwelling Unit                    |
| <input type="checkbox"/> Commercial T/I              | <input type="checkbox"/> Grading                   | <input type="checkbox"/> Fire Sprinkler     | <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation |
| <input type="checkbox"/> Demolition                  | <input type="checkbox"/> Retaining wall            | <input type="checkbox"/> High Piled Storage | <input type="checkbox"/> Conditional/Special Use                    |
| <input type="checkbox"/> Garage/Carport              | <input type="checkbox"/> Rockery                   | <input type="checkbox"/> Hood Suppression   | <input type="checkbox"/> Land Clearing/Forest Practices             |
| <input type="checkbox"/> Mechanical                  | <input type="checkbox"/> Right of Way Disturbance  | <input type="checkbox"/> Spray Booth        | <input type="checkbox"/> Planned Residential Dev.                   |
| <input type="checkbox"/> Plumbing                    | <input type="checkbox"/> Special Flood Hazard Area | <input type="checkbox"/> Tents & Canopies   | <input type="checkbox"/> Rezone                                     |
| <input type="checkbox"/> Residential Remodel         | <input type="checkbox"/> Utility Service           | <input type="checkbox"/> Other _____        | <input type="checkbox"/> Shoreline Permit                           |
| <input type="checkbox"/> Sign                        |  |   | <input type="checkbox"/> Short Plat                                 |
| <input type="checkbox"/> Other _____                 |  |   | <input type="checkbox"/> Subdivision                                |
|  |  |   | <input type="checkbox"/> Variance                                   |
|  |  |   | <input type="checkbox"/> Other _____                                |

***\*Please note that all required Electrical Permits will be issued by the Dept. of Labor & Industries.***

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS**

Site Address or Property Location: \_\_\_\_\_  
 Size of site (acre/square feet): \_\_\_\_\_  
 Assessor's Tax Parcel Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 \*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 \*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES**

**\*Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**\*\*Property Owner(s):** By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.



Combined Permit Application - Page 2

Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax #: \_\_\_\_\_

Contractors License # \_\_\_\_\_ Exp Date \_\_\_\_\_

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

Contractor's Bond Company: \_\_\_\_\_

Contractor's Bid Amount or Project Cost (labor and materials): \$ \_\_\_\_\_

Detailed description of proposal/work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed pavement type:

Asphalt

Concrete

\*  Pervious material – Contact the Engineering Department at (360) 755-9715 for further information.

Lending Institution for project (if applicable): \_\_\_\_\_

**FOR OFFICE USE ONLY**

(fill in type) _____	_____ sf x \$ _____	= \$ _____
(fill in type) _____	_____ sf x \$ _____	= \$ _____
(fill in type) _____	_____ sf x \$ _____	= \$ _____

**Total Valuation:** \$ \_\_\_\_\_

Plan Check Fee: \$ \_\_\_\_\_

State Fee: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Fire Plan Check Fee: \$ \_\_\_\_\_

SEPA Fee: \$ \_\_\_\_\_



Under State Law, the City is obligated to provide written notification to all homeowners regarding the contractor registration requirements set forth in RCW Chapter 18.27 and to advise homeowners of the risks associated with using an unregistered contractor.

The following are excerpts of noted sections from Title 18 of the RCW. You may go to <http://apps.leg.wa.gov/rcw/> to view Title 18 in its entirety.

### 18.27.010 Definitions

1) "Contractor" means any person, firm, or corporation who or which, in the pursuit of an independent business undertakes to, or offers to undertake, or submits a bid to, construct, alter, repair, add to, subtract from, improve, move, wreck or demolish, for another, any building, highway, road, railroad, excavation or other structure, project, development, or improvement attached to real estate or to do any part thereof including the installation of carpeting or other floor covering, the erection of scaffolding or other structures or works in connection therewith or who installs or repairs roofing or siding; or, who, to do similar work upon his or her own property, employs members of more than one trade upon a single job or project or under a single building permit except as otherwise provided herein. "Contractor" includes any person, firm, corporation, or other entity covered by this subsection, whether or not registered as required under this chapter.

### 18.27.110 Building permits - Verification of registration required - Responsibilities of issuing entity - Penalties

(1) No city, town or county shall issue a construction building permit for work which is to be done by any contractor required to be registered under this chapter without verification that such contractor is currently registered as required by law. When such verification is made, nothing contained in this section is intended to be, nor shall be construed to create, or form the basis for any liability under this chapter on the part of any city, town or county, or its officers, employees or agents. However, failure to verify the contractor registration number results in liability to the city, town, or county to a penalty to be imposed according to RCW [18.27.100](#)(7)(a).

(2) At the time of issuing the building permit, all cities, towns, or counties are responsible for:

- (a) Printing the contractor registration number on the building permit; and
- (b) Providing a written notice to the building permit applicant informing them of contractor registration laws and the potential risk and monetary liability to the homeowner for using an unregistered contractor.

(3) If a building permit is obtained by an applicant or contractor who falsifies information to obtain an exemption provided under RCW [18.27.090](#), the building permit shall be forfeited.

### 18.27.140 Purpose

It is the purpose of this chapter to afford protection to the public including all persons, firms, and corporations furnishing labor, materials, or equipment to a contractor from unreliable, fraudulent, financially irresponsible, or incompetent contractors.

### 18.27.200 Violation — Infraction

(1) It is a violation of this chapter and an infraction for any contractor to:

- (a) Advertise, offer to do work, submit a bid, or perform any work as a contractor without being registered as required by this chapter;
- (b) Advertise, offer to do work, submit a bid, or perform any work as a contractor when the contractor's registration is suspended or revoked;
- (c) Transfer a valid registration to an unregistered contractor or allow an unregistered contractor to work under a registration issued to another contractor; or
- (d) If the contractor is a contractor as defined in RCW [18.106.010](#), violate RCW [18.106.320](#).

(2) Each day that a contractor works without being registered as required by this chapter, works while the contractor's registration is suspended or revoked, or works under a registration issued to another contractor is a separate infraction. Each worksite at which a contractor works without being registered as required by this chapter, works while the contractor's registration is suspended or revoked, or works under a registration issued to another contractor is a separate infraction.

**There are a number of risks associated with using an unregistered contractor. A property owner that uses an unlicensed contractor will not be protected by the contractor's bond required by RCW 18.27.040. These bonds are designed to: (1) pay all persons performing labor, including employee benefits; (2) pay all taxes and contributions due to the state of Washington; (3) pay all persons furnishing labor or material or renting or supplying equipment to the contractor; and (4) pay all amounts that may be adjudged against the contractor by reason of breach of contract including negligent or improper work in the conduct of the contracting business. In addition, the property owner's construction project may be delayed due to enforcement actions of the Department of Labor and Industries and the City of Burlington caused by an unregistered contractor. There could be additional risks associated with the use of unregistered contractors. For additional information contact the Department of Labor and Industries at 1.800.647.0982 or [www.lni.wa.gov/](http://www.lni.wa.gov/).**



## PLUMBING AND MECHANICAL FEES (PER UNIT)

**Fees effective January 1, 2010**

#	<u>Plumbing</u>	
	Additional Plan Review fees	\$ 50.00
	Backflow Assembly	\$ 10.00
	Base Plumbing Fee	\$ 25.00
	Bath/Shower Combo	\$ 10.00
	Bathtub or soaking tub	\$ 10.00
	Building Main Waste	\$ 25.00
	Clothes Washer	\$ 10.00
	Dishwasher	\$ 10.00
	Drinking Fountain	\$ 10.00
	Floor Drains	\$ 10.00
	Floor Sink	\$ 10.00
	Grease Interceptor	\$100.00
	Grease Trap	\$ 25.00
	Hose Bibb	\$ 10.00
	Icemaker or Refrigerator box	\$ 10.00
	Kitchen Sink & Disposal	\$ 10.00
	Laundry Tray	\$ 10.00
	Lavatory	\$ 10.00
	Med Gas Piping <5 inlets/outlets	\$ 60.00
	Med Gas Piping >5 inlets/outlets	\$ 5.00
	Other/misc.	\$ 10.00
	Pretreatment Interceptor	\$ 10.00
	PW inspection fee for backflow	\$ 34.13
	Re-inspection Fee (all)	\$ 50.00
	Roof Drains	\$ 10.00
	Shower (only)	\$ 10.00
	Sink (bar, service, etc.)	\$ 10.00
	Supplemental Permit Fee	\$ 10.00
	Tankless Water Heater	\$ 10.00
	Toilets	\$ 10.00
	Urinal	\$ 10.00
	Water Heater	\$ 10.00
<b>TOTAL</b>		

#	<u>Mechanical</u>	
	Air Cond. Unit <100Btu/h	\$ 50.00
	Air Cond. Unit >100Btu/h	\$ 40.00
	Air Cond. Unit >500Btu/h	\$ 52.00
	Air Handling Units	\$ 15.00
	Base Mechanical Fee	\$ 25.00
	Boiler <100Btu/h >3hp	\$ 25.00
	Boiler>1 million Btu/h<50hp	\$ 70.00
	Boiler>1.5million Btu/h<50hp	\$100.00
	Boiler >100Btu/h 3-15hp	\$ 40.00
	Boiler >500Btu/h 15-30hp	\$ 52.00
	Comm. Hoods - Type I / II	\$ 50/25
	Dryer Ducting	\$ 10.00
	Ductwork (drawings req.)	\$ 20.00
	Evaporative Coolers	\$ 15.00
	Exhaust/Ventilation Fans	\$ 15.00
	Fireplace/Insert/Stove	\$ 15.00
	Forced Air Heat <100 Btu/h	\$ 25.00
	Forced Air Heat >100 Btu/h	\$ 40.00
	Gas Clothes Dryer	\$ 15.00
	Gas Fired AC <100 Btu/h	\$ 25.00
	Gas Fired AC >100 Btu/h	\$ 40.00
	Gas Fired AC>500 Btu/h	\$ 52.00
	Gas Piping <5 units	\$ 10.00
	Gas Piping >5 units	\$ 2.00
	Heat Exchangers	\$15.00
	Heat Pump or Condensing Unit	\$20.00
	Hot Water Heat Coils	\$15.00
	Other/Misc.	\$15.00
	Pkg. Units<100btu/>100btu	\$50/80
	Range/Cook top-Gas Fired	\$ 15.00
	Refrigeration Unit <100Btu/h	\$ 25.00
	Refrigeration Unit >100Btu/h	\$ 40.00
	Refrigeration. Unit >500Btu/h	\$ 52.00
	Residential Range Hood	\$ 10.00
	Supplemental Permit Fee	\$ 10.00
	Unit Heaters < 100 Btu/h	\$ 25.00
	Unit Heaters > 100 Btu/h	\$ 40.00
	VAV Boxes	\$ 10.00
	Wall Heater – gas fired	\$ 25.00
	Water Heater – gas fired	\$ 15.00
<b>TOTAL</b>		

### **ALL OTHER FEES:**

**Contact the Building Department at  
(360) 755-0077 or by email at  
bbuilding@ci.burlington.wa.us**

**SECTION I ENGINEERING REVIEW**

Description of work

**\*NOTE:** Please complete the plan review table below with total linear feet of storm, sewer, and street as shown on your plans. Your plan review fee, due at the time of permit application submittal, will be calculated based on this table. If our determination of linear feet differs from yours, your plan review fee will be adjusted accordingly.

**Plan Review Fees:** \$200.00 + \$ 0.50 per lineal foot

**Inspection Fees:** < 1 Acre: \$100.00 + \$ 0.50 per lineal foot / > 1 Acre: \$300.00 + \$1.00 per lineal foot

**A + (B x lineal feet) = C**

Improvement Type		A Fee +	B # Lineal Feet x \$ =		C TOTAL
<b>Storm</b>	<i>Plan Review</i>	\$200.00 +	L.F.	x \$ 0.50 = \$	\$
<1 Acre	<i>Inspection</i>	\$100.00 +	L.F.	x \$ 0.50 = \$	\$
>1 Acre	<i>Inspection</i>	\$300.00 +	L.F.	x \$ 1.00 = \$	\$
<b>Sewer</b>	<i>Plan Review</i>	\$200.00 +	L.F.	x \$ 0.50 = \$	\$
<1 Acre	<i>Inspection</i>	\$100.00 +	L.F.	x \$ 0.50 = \$	\$
>1 Acre	<i>Inspection</i>	\$300.00 +	L.F.	x \$ 1.00 = \$	\$
<b>Street</b>	<i>Plan Review</i>	\$200.00 +	L.F.	x \$ 0.50 = \$	\$
<1 Acre	<i>Inspection</i>	\$100.00 +	L.F.	x \$ 0.50 = \$	\$
>1 Acre	<i>Inspection</i>	\$300.00 +	L.F.	x \$ 1.00 = \$	\$
<b>TOTAL PLAN REVIEW &amp; INSPECTION FEES</b>					<b>\$</b>

**Submittals:**

Provide four (4) sets of plans with the following information:

1. Site plan at a scale of 1" = 50' or larger.
2. Lot lines, easements, and rights-of-way with dimensions on and within 100 feet of the site.
3. Vicinity map, legal description, and assessor's tax parcel number.
4. Existing and proposed topography with a two-foot contour interval.
5. Existing and proposed land use and buildings, existing and proposed roads and utilities. Show dimensions and distances to property lines.
6. A storm water management plan meeting the requirements of Burlington Municipal Code Title14, including temporary erosion and sedimentation control, is required.

**\*See Page 11 of this handout for Stormwater Management Submittal Requirements and WSDOE Minimum Requirements.**

**Stormwater Management Submittal Requirements**

All applicants undertaking any land disturbing activities shall submit a stormwater pollution prevention plan (WSDOE Minimum Requirement #2) for review and approval.

All sites creating, adding, or replacing 2,000 square feet or more of impervious surface area or disturbing 7,000 square feet or more of land shall submit plans and drawings complying with WSDOE Minimum Requirements #1 through #5 for review and approval.

All sites creating, adding, or replacing 5,000 square feet or more of impervious surface area or disturbing 32,670 square feet or more of land shall submit plans and drawings complying with WSDOE Minimum Requirements #1 through #10 for review and approval.

**WSDOE Minimum Requirements**

1. Preparation of Stormwater Site Plans
2. Construction Stormwater Pollution Prevention plans (SWPPP)
3. Source Control of Pollution
4. Preservation of Natural Drainage Systems and Outfalls
5. On-site Stormwater Management
6. Runoff Treatment
7. Flow Control
8. Wetlands Protection
9. Basin/Watershed Planning
10. Operation and Maintenance