



Town of Hamilton
 584 Maple Street
 PO Box 528
 Hamilton, WA 98255
 360-826-3027

PRE-APPLICATION MEETING APPLICATION CHECKLIST

APPLICATION No. _____

Applicants shall be charged a \$120.00 non-refundable fee at the time of application. (Planning fee: \$60.00; Engineering fee: \$60.00). Pre-Application Meetings are scheduled by the Town of Hamilton Administrator, usually 10-14 days after receiving all necessary forms and payment. All Pre-Application Meeting requests must be submitted by 4:00PM Monday thru Thursday at Town Hall. Pre-Application Meeting requests shall be accompanied by the documents listed below. Failure to attach all the required submittal documents will result in an incomplete application and will not be accepted by City staff.

THIS PAGE TO BE COMPLETED BY CITY STAFF AT THE TIME OF APPLICATION

1. Completed Application Signed by Applicant: YES/ NO
2. Application Fee Paid: YES/ NO
3. Five copies (5): Scaled conceptual site plan showing the following elements along with their dimensions: YES/ NO
 - a. existing structures, utilities, easements, and rights-of-ways: YES/ NO
 - b. proposed new building location(s) (not required for subdivision applications): YES/ NO
 - c. existing and proposed street access: YES/ NO
 - d. parking area(s): YES/ NO
 - e. conceptual stormwater management plan: YES/ NO

IMPORTANT! Items (a)-(e) above must be clearly visible on the plans or the application cannot be processed.

4 One (1): Current title report for the property and/or properties: YES/ NO

Application Accepted? YES / NO City Official: _____ Date: _____

If not accepted, list corrections required for approval:

Correction Description	Correction Approved	Date Received



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PRE-APPLICATION MEETING APPLICATION

The Pre-application review and meeting is only as useful as the information provided by the applicant is not intended to be a full code review and analysis of the proposed project against the City Municipal Code or other Ordinances and Regulations of the City of Sedro-Woolley. Neither discussions at the pre-application meeting or information provided by the City shall bind the City in any manner or prevent the City's future application or enforcement of all applicable codes, ordinances and regulations, as amended from time to time. Discussions or information provided by the City during the pre-application meeting shall not be construed as an approval of any portion of the proposed project or as an approval of a violation of the City Municipal Code or other Ordinances and Regulations of the City of Sedro-Woolley. Any pre-application discussions, comments, or information presuming to give authority to undertake the proposed project or to violate or cancel the provisions of the City Municipal Code or other Ordinance and Regulations of the City of Sedro-Woolley shall not be valid.

Pre-applications shall expire 180 days from the pre-application meeting date and the City may dispose of the pre-application and all related documents. An application for actions subject to Section 2.90.020 of the Sedro-Woolley Municipal Code (SWMC) made after such 180 day period, including applications for identical projects on the same parcel of property, may require a new pre-application meeting.

SECTION I - APPLICANT INFORMATION

Fill out completely. Attach legal descriptions and all supporting documents as necessary. Please be sure to complete sections I - VI. Failure to complete sections I-V will result in an incomplete application.

Proponent Name (individual, LLC, Corp, etc.): _____			
Name of Project (if applicable): _____			
Primary Contact: _____			
Primary Contact Address: _____			
Property owner (if different): _____			
Site Address _____			
Mailing Address (if different): _____			
Parcel # _____	Parcel # _____	Parcel # _____	Parcel # _____
Home #:() -	Cell #:() -	email: _____ @ _____ . _____	

SECTION II - PROPERTY INFORMATION (Refer to City Zoning Ordinance SWMC Title 17)

Zoning District (circle one) : R-5 R-7 R-15 MC CBD I OS P

Minimum lot size:		Lot width at building line:	
Front Setback:		Lot width at public street:	
Side Setback:		Maximum building height:	
Rear Setback:		Maximum lot coverage:	

DESCRIBE THE CURRENT USE AND EXISTING CONDITIONS OF THE PROPERTY (attach additional pages as necessary):



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SECTION III – PROJECT INFORMATION

Attach additional pages as necessary

DESCRIBE THE PROPOSED PROJECT

(Please provide a written narrative describing the intended use of the site, general size and height of the building(s), unique construction issues facing the project and infrastructure requirements to serve the project. If this is a commercial or industrial project, please provide the estimated hours of operation and number of employees).

SECTION IV – REQUIRED SUBMITTAL DOCUMENTS

_____ Five copies (5): Scaled conceptual site plan showing the following elements: **(a)** existing structures, utilities, easements, and rights-of-way; **(b)** proposed new building location(s) (not required for subdivision applications); **(c)** existing and proposed street access; **(d)** parking area(s); **(e)** and a conceptual stormwater management plan.

_____ One Copy (1): Current title report for the property and/or properties

SECTION V - SIGNATURE

Complete for this application. Failure to complete will result in an incomplete application

Application is hereby made for a PRE-APPLICATION REVIEW. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the legal authority to undertake the proposed activities and I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described property to inspect the property as part of the pre-application review process.

_____ Date: _____
Signature of Applicant or Designated Agent (REQUIRED)

SECTION VI – QUESTIONS FOR CITY STAFF

Please write down specific questions you would like addressed by City staff during the preapplication meeting.



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All Pre-Application Meeting Requests require a site plan to be included with the application. A site plan is a detailed map of your project or property showing land dimensions, existing and proposed structures, utilities, and driveways as seen from above.

1. Site Plans **MUST** be drawn on paper no smaller than 8.5 x 11 inches.
2. Applicant name **MUST** be plainly visible on the plan sheet.
3. Show an arrow indicating the NORTH direction.
4. Show property lines and all easements and rights-of-way (utility, access, railroad etc.). Indicate site dimensions, names of adjacent roads, location of existing or proposed driveways and/or parking areas.
5. Show entire length and width of driveways in feet.
6. Show locations and dimensions of all existing and proposed buildings. Identify each building by use (residential, garage, commercial, etc.).
7. Indicate location of the water supply (existing and/or proposed). Show any private well(s), public water mains and water supply pipes to all buildings.
8. Show location and dimensions of any proposed storm water detention and/or treatment facilities.
9. Indicate the location of method of sewage disposal. For public sewer, indicate location of sewer main any private pipes to the building. For a private septic, show existing and proposed on-site sewage system(s), and include drain field replacement area(s).
10. Identify **ANY** critical areas 200 feet of the property lines. Include streams, wetlands, and unstable slopes.

PRE-APPLICATION MEETING SCHEDULED FOR THE
____ day of _____, 20__ at _____:_____ am/pm

CONFIRMED BY: _____ **ON** ___/___/___

APPLICANT NOTIFIED BY: _____ **ON** ___/___/___

SECTION 109 FEES

ment of fees.

not be valid until the fees prescribed by law have been paid, nor shall an amendment to a *permit* be released until the additional fee, if any, has been paid.

dule of permit fees.

structures, electrical, gas, mechanical, and plumbing systems or *alterations* requiring a *permit*, a fee for each *permit* shall be paid as required, in accordance with the schedule as established by the governing authority.

ing permit valuations.

for a *permit* shall provide an estimated *permit* value at time of application. *Permit* valuations shall include total value of work, including materials and labor, for which the *permit* is being issued, such as gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the *building official*, the valuation is underestimated on the application, the *permit* shall be denied, unless the show detailed estimates to meet the approval of the *building official*. Final *building permit* valuation shall be set by the *building official*.

commencing before permit issuance.

who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary *permits* shall be subject to a fee established by the *building official* in addition to the required *permit* fees.

ed fees.

of the fee for the construction, *alteration*, removal or demolition for work done in connection to or concurrently with the work authorized by a *building permit* shall not relieve the applicant or holder of the payment of other fees that are prescribed by law.

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official is authorized to establish a refund policy.

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Phone (360) 826-3027

COMMERCIAL MECHANICAL / PLUMBING PERMIT APPLICATION

APPLICATION No. _____

SECTION I – GENERAL APPLICATION INFORMATION

Fill out completely. Attach legal descriptions and supporting documents as necessary. Please be sure to complete Section IV. Failure to complete all sections will result in an incomplete application and will not be accepted by City staff. Plumbing Contractor information must be provided.

APPLICANT / HOMEOWNER INFORMATION		
Name:	_____	
Project Site Address:	_____	
Applicant Mailing Address (if different):	_____	
Email:	_____	Parcel # _____
Home #: ()	Work #: ()	Fax #: ()
CONTRACTOR INFORMATION		
CONTRACTOR NAME / COMPANY:	_____	
CONTACT:	_____	
WA. Contractor's No. (Required)	_____	
WA. Contractor's Expiration Date (Required)	_____/_____/_____	
Sedro-Woolley Business License Endorsement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contractor Mailing Address:	_____	
Work #: ()	Fax # ()	
3. Describe the work you are seeking an application for:		

INSPECTION: _____ / _____
Approved/Signature Date

SECTION II – COMMERCIAL/INDUSTRIAL (NON-RESIDENTIAL)

Fill out completely. Be sure to include all required submittal attachments. Construction plans are required for commercial HVAC and plumbing application. Please list each occupancy classification and describe what work is being proposed for each area.

REQUIRED INFORMATION FOR COMMERCIAL / INDUSTRIAL APPLICATIONS:

SITE PLAN:

Site Plans must show the building in relationship to the property and all accessory building and utilities. List distances to streets, property lines and between buildings. Show the location of all equipment and piping outside the building.

MECHANICAL AND/OR PLUMBING DIAGRAMS AND PLANS:

Plans must be no smaller than 8.5x11 and includes a scaled floor plan that shows the location and size of fixtures, equipment, sized fuel gas piping, ducts, shut-offs, return air, exhaust fans, supply and drainage piping, valves, cleanouts, floor drains, vent risers, grease traps, commercial range hoods, extinguishing systems, duct and shaft construction, and roof termination.

COMMERCIAL ATTACHMENTS:

- Site Plan Attached (Required)
- Plumbing Diagrams and Plans Attached (Required)
- Mechanical Diagrams and Plans Attached (Required)
- International Building Code Occupancy Classification (Required)

SECTION III – INSPECTION FEES – SEE FEE SCHEDULE

MECHANICAL PERMIT/INSPECTIONS		FEES
Mechanical Permit Fee	\$25.00	<input type="checkbox"/>
Furnace <input type="checkbox"/> Gas <input type="checkbox"/> Electric (Btu/h: _____)	\$20.00	<input type="checkbox"/> x _____ = \$ _____
Boiler (s) <input type="checkbox"/> Gas <input type="checkbox"/> Electric (hp: _____)	\$14.70 to \$92.65	<input type="checkbox"/> x _____ = \$ _____
Fuel Piping Fixtures up to five fixtures	\$5.00	<input type="checkbox"/> x _____ = \$ _____
For each additional fixture over five	\$2.00	<input type="checkbox"/> x _____ = \$ _____
Air Handler (s) (Up to 10,000 cfm: _____)	\$10.65	<input type="checkbox"/> x _____ = \$ _____
Air Handler (s) (Over 10,000 cfm: _____)	\$18.10	<input type="checkbox"/> x _____ = \$ _____
Ventilation-Exhaust Fan (s)	\$7.25	<input type="checkbox"/> x _____ = \$ _____
Appliance Vent (s)	\$7.25	<input type="checkbox"/> x _____ = \$ _____
Commercial Hood Fire Suppression System	\$50.00	<input type="checkbox"/> x _____ = \$ _____
Other (please write in):	\$10.65	<input type="checkbox"/> x _____ = \$ _____
Total Mechanical Inspections Fees	\$	_____
PLUMBING PERMIT/INSPECTIONS		FEES
Plumbing Permit fee	\$25.00	<input type="checkbox"/>
Hot Water Tanks <input type="checkbox"/> Gas <input type="checkbox"/> Electric	\$7.00	<input type="checkbox"/> x _____ = \$ _____
Plumbing Fixtures (Inspections): Sinks, Showers, Urinals, Wash basins, floor drain (s) etc.	\$10.00 Each	<input type="checkbox"/> x _____ = \$ _____
Grease Traps (Specify size in gallons and size of trap)	\$7.00	<input type="checkbox"/> x _____ = \$ _____
Misc. Plumbing <input type="checkbox"/> (please write in)		
Total Plumbing Inspections Fees	\$	_____

\$370 PER EFU (NEW COMMERCIAL PLUMBING FIXTURES)-SEE ATTACHED COMMERCIAL GENERAL FACILITY CHARGE WORKSHEET

COMMERCIAL GENERAL FACILITY CHARGE WORKSHEET

(SWMC 13.16.035 Table 1)

Permit #: _____

Commercial General Facility Charge: \$370 per Fixture Unit (FU)				
Fixture Type	FU	No. of Fixtures	Credits (If applicable)	Total FU
Bathtubs	2			
Bidets	2			
Clothes washers, private	2			
Clothes washers, public	6			
Dental Units or cuspidors	1			
Drinking fountains	1			
Floor Drains	2			
Interceptors for grease, oil, solids, etc.	3			
Interceptors for sand, auto wash, etc.	6			
Laundry tubs	2			
Receptors (floor sinks), indirect waste receptors for refrigerators, water stations, etc.	1			
Receptors, indirect waste receptors for commercial sinks, dishwashers, air-washers etc.	3			
Showers, single stalls	2			
Showers, gang (per head)	1			
Sinks and/or dishwashers (residential) (2" min. waste)	2			
Sinks, bar, commercial	2			
Sinks, bar, private	1			
Sinks, commercial or industrial, schools, etc., including dishwashers, wash up sinks and wash fountains	3			
Sinks, flushing rim, clinic	6			
Sinks, service	3			
Sinks, service (3" trap)	6			
Urinals, pedestal, trap arm only	6			
Urinals, stall, separate trap	2			
Urinals, wall-mounted, blowout, integral trap 2" trap arm only	3			
Urinals, wall-mounted, blowout, integral trap 3" trap arm only	6			
Urinals, wall-mounted, washdown or siphon jet, integral trap, trap arm only	2			
Urinals, wall-mounted, washdown, separate trap (2" min. waste)	2			
Wash basins in sets	2			
Wash basins, (lavatories) single	1			
Water closet, private installation	4			
Water closet, public installation	6			
		Total FUs:		
Total FUs:	X	\$370 =		

P:\Impact fees/Commercial General Facility Charge Worksheet

SECTION IV - SIGNATURE

Application is hereby made for a permit to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described location to inspect the proposed or completed work.

Date: _____

Signature of Applicant or Designated Agent (REQUIRED)

The IBC, IRC, IMC and UPC and require the Town of Hamilton to make the following inspections. It shall be the duty of the permit applicant to cause the work to remain accessible, on test and exposed for inspection purposes. Neither the City Building Official nor the Jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. It shall be the duty of the person doing the work . . . "to notify the Building Official that such work is ready for inspection (and) to provide access to (a ladder when necessary) and means for inspection of such work" (IBC/IRC Sec. 109.).

The following is a brief description of WHEN inspections are required.

PLUMBING

1. After rough-in, with drains and supply installed and on test, and before covering
2. Final inspection

MECHANICAL

1. After rough-in, with gas-piping installed and on test, and before covering vents or ducts
2. Final inspection

WHEN SUBMITTING PERMIT APPLICATIONS VIA MAIL SEND APPLICATIONS TO:
City of Sedro-Woolley Building Department
Attn: Permit Technician
325 Metcalf St
Sedro-Woolley, WA 98284

CALL (360)826-3027 FOR INSPECTIONS

When you call for an inspection, please supply the following information:

- **Permit Number**
- **Site Address**
- **Type of Inspection**
- **Contact name and phone number**