



CITY OF KALAMA

195 N. First Street, Kalama, Washington 98625 (360) 673-5211

Accepted By:

Date:

Receipt #:

MASTER PERMIT APPLICATION

PROPERTY INFORMATION

Project Address _____ Parcel No. _____ Zoning _____

Short Plat /DLC/Subdivision _____ Block No. _____ Lot no.(s) _____ Parcel SF _____

Description of Work _____

OWNER/APPLICANT INFORMATION

APPLICANT:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

APPLICANT'S REPRESENTATIVE:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

PROPERTY OWNER/TENANT:

Mailing Address:

City:

State:

Zip:

Phone:

Email:

CONTRACTOR:

CCB#

Mailing Address:

City:

State:

Zip:

Phone:

Email:

I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. I have reviewed and included all required material with this permit. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

APPLICANT'S SIGNATURE _____

DATE _____

GRADING

- Check here if there is any grading, filling, or excavation associated with this project (include grading for road construction, site preparation, and landscaping).

Quantity (Cubic Yards): _____

NO SITE WORK MAY BE DONE PRIOR TO CRITICAL AREAS DETERMINATION

Applicant's Initials _____

OCCUPANCY GROUP	TYPE OF CONSTRUCTION		PROJECT FOOTPRINT (SF)
NO. STORIES	NO. BEDROOMS		TOTAL PROJECT SF
FAIR MARKET VALUE	WATER SUPPLY	SEWAGE DISPOSAL	TYPE OF HEAT
EROSION <input type="checkbox"/>	SIDEWALK <input type="checkbox"/>	WATER/SEWER LOCATION <input type="checkbox"/>	STREET REFERENCE <input type="checkbox"/>

PERMIT FEES - FOR OFFICIAL USE ONLY

Actual costs associated with this application will be billed to applicant at completion of the process, and may include but are not limited to copies, postage, and publication and outside consultant fees.

BUILDING FEES – Building Fees Vary

	FEE	DATE/RECEIPT
Building Permit		
Plan Review		
Code Fee	\$4.50	
Plumbing/Sewer		
Demolition		
Erosion Control		
Sidewalk Plan		
Woodstove		
Other		
Excavation/Grading		
Fire Inspection		
Manuf. Home Placement	\$500.00	
Right of Way Permit		
Park Fees		
Hookup Fees:		
Water:	Inside: \$3000 Outside: \$9000	
Sewer:	Inside/Outside: \$8,000	

PLANNING FEES

	FEE	DATE/RECEIPT
Conditional Use Permit	\$200	
Critical Areas Determination	\$50	
Critical Areas Permit	\$200	
Floodplain Permit	\$0	
Manufactured Home Park	\$1500 (Parking Plan & Pre-Application	
Preliminary Plat - Subdivision	\$1500 plus \$125 per lot	
Planned Unit Development	\$1500 plus \$125 per lot	
SEPA	\$300	
Shoreline	\$1500	
Short Plat	\$500 plus \$125 per lot	
Subdivision Final Plat	\$500	
Small Lot Development	\$50 per lot	
Variance Request	\$200	
Zoning Amendment	\$250	
Boundary Line Adjustment	\$250	

ADDITIONAL PERMITS

	FEE	DATE/RECEIPT
Fireworks Stand	\$100	
Sidewalk Usage	\$25	
Special Events:		
Single Bond	\$25	
Annual Bond	\$100	
Vendor Fee	\$25/\$100	
Other		

PERMIT INFORMATION – See each application for additional information

BUILDING

- **Building Permits:** Attach site plan, vicinity map, site plan addendum, 2 sets of plan drawings, erosion control plans, sidewalk plan, plumbing permit, & any other documentation or permits.
 * **Site Plan: Please include erosion, sidewalk, water/sewer location for reference.**
 * **A sidewalk plan is required for all new construction**
- **Excavation/Grading:** Attach Excavation/Grading permit, Erosion Control plan, vicinity map, and site plan.
- **Fire Inspection:** Attach site plan and vicinity map.
- **Manufactured Home Placement:** Attach site plan, vicinity map, site plan addendum, 2 sets of plan drawings, a separate building permit for any out buildings (garages, sheds, etc.), and any other documentation.
- **Right of Way Permits:** Attach Right of Way Permit, construction drawings, site plan, and vicinity map.

PLANNING

- **Conditional Use Permit:** Attach the conditional use permit application, a site plan drawn to scale and any other applicable information.
Note: Actual cost for copies, publication, staff time, and hearing examiner will be billed to applicant.
- **Critical Areas Determination:** Check box on front - see applicable application for your project.
- **Critical Areas Permit:** Attach SEPA checklist if required & additional reports as requested.
- **Manufactured Home Park:** Attach Subdivision application, SEPA checklist if required, 7 copies of park plat plus an 11x17 copy, & any other applicable documentation.
- **Parking Plan-Commercial:** Attach a detailed parking plan drawn to scale and a vicinity map.
- **Pre-Application Conference:** Attach 20 copies of sketch of proposed project for mailing to participating agencies, calendar of available dates, and vicinity map and any other documentation.
- **Preliminary Plat - Subdivision:** Attach subdivision application, SEPA checklist if required, 25 copies of plans including one 11x17 copy, & any other applicable documentation. Reimbursable cost shall include, but are not limited to, engineering fees, geological fees, traffic consultant fees, and other professional consultant fees to be collected after preliminary plat approval.
- **Planned Unit Development:** See Preliminary Plat - Subdivision
- **SEPA:** SEPA checklist and any other applicable applications.
- **Shoreline Permit:** Attach Shoreline Permit with site plan, SEPA checklist if required, & any other documentation.
- **Short Plat:** Attach Short-Plat application, SEPA checklist if required, copies of plans, and any other applicable documentation.
- **Subdivision Final Plat:** Attach 12 copies of the final plant and any other applicable documentation.
- **Variance Request:** Attach a Variance application, a site plan drawn to scale, a vicinity map, a list of adjoining property owners, and any other applicable documentation. *Note: Actual cost for copies, publication, staff time, and hearing examiner will be billed to applicant.*
- **Zoning Amendment:** Attach Re-zone application, a vicinity map, a site plan drawn to scale, a list of adjoining property owners, and any other applicable documentation.

OTHER PERMITS

- **Fireworks Stand:** Attach a state license form, and Insurance Bond, site plan with stand location and setbacks
- **Sidewalk Usage:** Attach site plan drawn to scale showing all objects within 20’ of site, and certificate of insurance
- **Special Events Permit:** Attach Special Events Permit and any other applicable documentation

FOR CITY USE ONLY				
DEPARTMENT	APPROVED	DENIED	DATE	COMMENTS
WATER/SEWER				
STREETS				
BUILDING				
PLANNING/ZONING/SETBACKS				
FIRE/SAFETY				
ENVIRONMENTAL				