



CITY OF KALAMA

MASTER PERMIT APPLICATION

PROPERTY INFORMATION

Project Address _____ Parcel No. _____ Zone _____

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

Market Value of Project _____ Detailed Description of Work _____

OWNER/APPLICANT INFORMATION

APPLICANT NAME:			
Mailing Address:	City:	State:	Zip:
Phone:	Email:		

APPLICANT'S REPRESENTATIVE NAME:			
Mailing Address:	City:	State:	Zip:
Phone:	Email:		

<input type="checkbox"/> PROPERTY OWNER NAME:		<input type="checkbox"/> TENANT NAME:	
Mailing Address:	City:	State:	Zip:
Phone:	Email:		

CONTRACTOR NAME:			CCB#
Mailing Address:	City:	State:	Zip:
Phone:	Email:		

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 _____

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 incomplete, or incorrect, the permit application may be declined or revoked.

APPLICANT'S SIGNATURE _____ **DATE** _____

FOR CITY USE ONLY				
DEPARTMENT	APPROVED	DENIED	DATE	COMMENTS
BUILDING/PLAN REVIEW				
PLANNING/ZONING/ENVIRONMENTAL				
PUBLIC WORKS/ADMINISTRATION				

Review page 2 for required documents and other pertinent information

PERMIT INFORMATION – See each application for additional information.

BUILDING

- **Building Permits:** **If possible, please submit digital copies to building@cityofkalama.com:** Attach site plan, Site Plan Addendum, Plan Drawings (two sets if submitting via paper), 2018 Electric Prescriptive Worksheet, 2018 Glazing Schedule, 2018 Heat Sizing, Truss Design, erosion control plans, sidewalk plan, permit application, and any other documentation or permits.
 - * **Site Plan:** Please include erosion, sidewalk, and water/sewer location for reference.
 - * **A sidewalk plan is required for all new construction.**
- **Excavation/Grading:** Attach Excavation/Grading Supplemental Addendum, 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, engineered foundation system, a separate Master Permit Application for any outbuildings (garages, sheds, etc.), and any other documentation.
- **Right of Way Permits:** Attach Right of Way permit application, construction drawings, site plan, and vicinity map.

PLANNING – additional permit applications may be required.

**Actual cost for engineering fees, geological fees, traffic consultant fees, other professional consultant fees, publications, and mailing costs will be billed to applicant for reimbursement.*

- **Conditional Use Permit:** Attach the conditional use permit application, a site plan drawn to scale and any other applicable information.
- **Critical Areas Determination:** Attach the Critical Area Determination application, and supplemental documentation required.
- **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 10 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, 5 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 - Preliminary Plat:** Attach subdivision application, SEPA checklist if required, 5 copies of plans including one 11x17 copy, & any other applicable documentation
- **Subdivision Final Plat:** Attach 3 copies of the final plant and any other applicable documentation.
- **Variance Request:** Attach Variance application, a site plan drawn to scale, a vicinity map, a list of adjoining property owners, and any other applicable documentation.
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- Attach Rezone application, vicinity map, site plan drawn to scale, 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.