



Non-Residential Construction Permit Requirements

P.O. Box 9, 230 Davidson Avenue
Woodland, WA 98674
<http://www.ci.woodland.wa.us>
(360) 225-7299 / FAX # (360) 225-7336

All contractors and subcontractors must obtain or possess a current City of Woodland Business License to legally perform work within the city limits.

LAND USE PERMIT

This permit is a formality to ensure that proposed development conforms to Zoning, Land Use, and Environmental requirements. It is an important first step in any large project, because the Environmental Threshold Determination takes three weeks or more to complete review.

Land Use Permit Master Application: Fill out this form to the best of your knowledge. Do not overlook entering the description of the project, and the property parcel number (or assessor's legal description). Sign and date the application. You will need to apply for Site Plan Approval and Threshold Determination (SEPA checklist described below). Conditional Use Permits, Variances, Subdivisions, Rezone Requests, and other land use actions should be applied for on this same application.

Scale Site Plan: Show existing and proposed features such as buildings, utilities, property lines, shorelines and wetlands (within 200' of the property being developed), trees, and pavement. (A Site Plan Requirements checklist is available). Alteration and remodeling projects do not require a site plan. At least 3 copies of the site plan are required.

Location Plan: Show project location relative to nearby roads and state highway(s). Assume that the plan reviewer is unfamiliar with the area. The Location Plan should be on the same sheet as the Site Plan.

SEPA Checklist: Unless an Environmental Impact Statement is required or the project is exempt prepare a SEPA (State Environmental Protection Act) checklist. Answers to questions must be specific. The checklist may be returned if answers are determined to be too vague or general. At least 35 site / location plans are required for this purpose. At least one reduced scale site / location plan, no larger than 11" x 17", is recommended.

SHORELINE DEVELOPMENT PERMIT

If any part of the property to be developed is within 200' of the ordinary high water mark of the North Fork of the Lewis River or Horseshoe Lake this permit must be approved by the Washington State Department of Ecology prior to any earthwork or construction.

Shoreline Development Permit Application: Fill out this form to the best of your knowledge. Do not overlook entering the description of the project, and the property parcel number (or assessor's legal description). Sign and date the application.

Scale Site Plan: Show existing and proposed features such as buildings, utilities, property lines, shorelines and wetlands (within 200' of the property being developed), trees, and pavement. (A Site Plan Requirements checklist is available). About 20 site plans will be needed. At least one reduced scale site / location plan, no larger than 11"x 17", is recommended.

Location Plan: Show project location relative to nearby roads and state highway(s). Assume that the plan reviewer is unfamiliar with the area. The Location Plan should be on the same sheet as the Site Plan.

Note: This permit is not very flexible and takes approximately 90 days to get approved. Make sure that the site plan submitted is as close to the final design as possible and closely conforms to the laws and regulations of the Shorelines Management Act.

BUILDING PERMIT

A Building Permit is required for every new structure (including fences and sheds over 120 square feet) or for any structure modification (additions, alterations, and / or roofing) to an existing structure.

Building Permit Application: Fill out this form to the best of your knowledge. Do not overlook entering the description of the project, the fair market value and the property parcel number (or assessor's legal description). Sign and date the application.

Construction Plans: At least two sets of detailed drawings are needed. The stamp of an engineer registered in the State of Washington must be affixed. These must be comprehensive and cover all details of proposed construction including, but not limited to: foundation plans, floor plans, framing plans, roof framing plans, door and window jam details, etc. Schedules of new exterior doors, windows, and insulation are required.

Calculations: At least two sets of engineering calculations, stamped by an engineer registered in the State of Washington, showing the proposed structure will stand up to relevant loads and stresses.

Scale Site Plan: Show existing and proposed features such as buildings, utilities, property lines, shorelines and wetlands (within 200' of the property being developed), trees, and pavement. (A Site Plan Requirements checklist is available.) Alteration and remodeling projects do not require a site plan. At least 3 copies of the plan are required.

Location Plan: Show project location relative to nearby roads and state highway(s). Assume that the plan reviewer is unfamiliar with the area. The Location Plan should be on the same sheet as the Site Plan.

Grading Plan: If any excavation, fill, or grading is associated with this project, complete and submit with the building permit and the Excavation & Grading Supplement. At least two sets of drawings for earthwork are required.

Paving and Drainage Plan: Detailed drawings of existing and proposed parking, paved storage, and driving areas. Show fire lanes and parking striping. Show existing and proposed catchbasins, drywells, drain fields, ditches, swales, and settling ponds. Attach calculations showing that the proposed drainage is adequate to handle a 25 year storm. Plans and calculations must have the stamp of a Washington State Registered Civil Engineer affixed.

Floodplain Development Worksheet: If any part of the proposed structure will be within the 100 year Flood Zone this worksheet must be submitted.

Contractor's License: The contractor must be present an original Washington Department of Labor and Industries Contractor's License for copying by city staff, or a notarized photocopy. All contractors and subcontractors must obtain or possess a current City of Woodland Business License to legally perform any work within the city limits.

Non-Residential Energy Code (NREC): Attach certification by a registered NREC Special Plans Examiner that the structure complies with the 2006 NREC. Also, attach a schedule prepared or approved by the Special Plans Examiner for Special Inspections required under the 2006 NREC. These must be performed by a registered NREC specialist inspector.

Special Inspections: A schedule prepared or approved by the architect or engineer, of any special inspections required by the proposed structure shall be submitted per the 2006 International Building Code Section 1704. The special inspector(s) shall submit a letter to the Building Official stating their qualifications. Special inspector(s) shall not conduct any inspections until approved by the Building Official.

PLUMBING PERMIT

A separate permit is required for any plumbing work to be done. Work done by separate contractors will require separate permits.

Plumbing Permit Application: Fill out to the best of your knowledge. Describe plumbing to be done and the fair market value of the work to be done under the permit.

Plumbing Plans: At least two sets of plans including isometric drawings are required.

Location Plan: Show project location relative to nearby roads and state highway(s). Assume that the plan reviewer is unfamiliar with the area.

Fixture Schedule: A complete list of all fixtures to be installed.

Plumber's Certification: The plumber must present a valid Washington State Department of Labor and Industries Plumber's Certification and Contractor's License.

MECHANICAL PERMIT

A separate permit is also required for any mechanical (ventilated heating and cooling systems) work. Work done by separate contractors requires separate permits. In order to obtain a Mechanical Permit the following items must be submitted:

Mechanical Permit Application: Fill out to the best of your knowledge. Describe heating, ventilation, and air conditioning work to be done and the fair market value of the work to be done under the permit.

Installation Plans: At least two sets of plans showing duct-work and equipment are required.

Location Plan: Show project location relative to nearby roads and state highway(s). Assume that the plan reviewer is unfamiliar with the area.

Equipment Schedule: A complete list of all equipment items to be installed.

Equipment Certifications: A Manufacturer's Certificate or other certification (subject to Building Officials approval) for each type of equipment item, that the item(s) to be installed will meet applicable standards.

Contractor's License: The installer must present a valid Washington State Department of Labor and Industries Contractor's License.

FIRE & LIFE SAFETY SYSTEM PERMITS

Separate permits are required for fire & life safety elements of the project. Work done by separate contractors, will require separate permits. In order to obtain a Fire & Life Safety Permit the following items must be submitted:

Building Permit Application: Fill out to the best of your knowledge. Describe the work to be done and the fair market value of the work to be done under the permit.

Installation Plans: At least two sets of plans showing sprinkler systems, detection and enunciator systems, and / or other fire & life safety related installations.

Location Plan: Show project location relative to nearby roads and state highway(s). Assume that the plan reviewer is unfamiliar with the area.

Equipment Schedule: A complete list of all items to be installed.

Contractor's License: The installer must present a valid Washington State Department of Labor and Industries Contractor's License and certification for installing the relevant fire & life safety elements.

Questions about permits and required submittals should be directed to the Building Department at (360) 225-7299

RIGHT-OF-WAY WORK APPROVAL

Questions about Right-of-way permits and required submittals should be directed to the Public Works Department at (360) 225-7999

Any work to be done within City right-of-way must be approved by the Director of Public Works.

Application to Perform Work in City Road Right-of-Way: Fill out this form to the best of your knowledge. Sign and date the application. Do not begin work until the application is approved.

Road Closure Schedule: If roads need to be closed to traffic for any length of time submit a copy of proposed closures and detours. Note that road closures require Council approval, which may take several weeks to obtain.

Construction Plans: Detailed scale drawings of work to be performed. Show existing and proposed utilities, pavements, driveways, nearby structures, etc. Plans for construction of new roadway and / or curb and gutter must have the stamp of a Washington State Registered Civil Engineer affixed.