



Site Address: _____ Parcel No.: _____ Zoning: _____

Applicant Name: _____ Project Name: _____

Commercial Building Permit Application Checklist

To obtain a building permit for new commercial construction, additions, and remodels, the following information must be provided to the City of Auburn (*this checklist is to be filled out by the City of Auburn*):

- Complete Building Permit Application** – missing information will cause the application to be rejected.
- Site plan – submit eight copies** See attached example.
- Vicinity Map**
- Landscape Plan (see landscape plan requirements at Auburn City Code (ACC) Section 18.50)**
 - A landscape plan has already been submitted to the City and approved as part of the Facility Extension Review (FAC)

Grading - If your project meets any of the following criteria, a grading permit application is required prior to or at the time of a building permit application, see ACC 15.74 for exemptions from grading permit requirements.

- Removal of more than 6 trees per lot or acre.
- Creation of impervious surfaces exceeding 2,000 square feet.
- Excavations exceeding 5 feet or fills exceeding 8 inches in vertical depth and exceeding 500 cubic yards
- Temporary stock piling of material.
- Broadcasting of material for landscaping or soil conditioning.
- Temporary stockpiling, up to 24 months, of organic or inorganic materials used in conjunction with an approved construction project which was not identified in the SEPA process.
- Grading Permit Application Required GRA#** _____
- Grading Permit is not required**
- Building Plans – Submit four copies** - Building Plan minimum requirements include:
 - Drawn to ¼" = 1' architectural scale or 1/8" or 1/16" scale for larger buildings.
 - Design criteria to include design loads for ground snow, seismic site class or seismic design category, wind speed, height, stories, floor area, occupancy class if applicable, occupant load and design soil bearing requirements.
 - Elevations on all sides of building. Minimum scale of ¼" per foot or 1/8" or 1/16" scale for larger buildings. All elevations to show footing depth and finished ground.
 - Floor plans, all floors showing both new and existing areas and uses.
 - Foundation plan.
 - Roof plan.

- Floor framing plan.
- For multiple-story buildings cross sections and structural details.
- If project is professionally designed provide structural plans and calculations.
- Design professional (if applicable) seal to bear original signature.

Deferred Permit Submittals Proposed:

- Mechanical
- Plumbing
- Fire

Critical Areas Determination – (includes Flood Hazard determination)

Critical Areas Suspected or known to be on the parcel*:

- Geologic Hazard Area (landslide, erosion, seismic, & volcanic)
- Wildlife Habitat Areas
- Wetlands
- Flood Hazard Area
- Groundwater Protection Area
- Stream (and River)

Critical Area Reports completed or required*:

- Geologic Hazard Critical Area Report
- Wetland Critical Area Report
- Base Flood Elevation Certificate
- Construction Stormwater Pollution Prevention Plan**
- Other Critical Area Report (please specify): _____

*Subject to verification by Planning Department Staff.

Critical Area (Wetland or Stream) Mitigation Plan is provided, if relevant

Fees

The building permit plan review fee is due upon application for the permit. The remaining fees are paid at the time of permit issuance. There may be other permit fees associated with other permit applications required to be completed with the Building Permit.

Utility Connection Permit Application Form (see below for other required permits)

- Water Service Connection
- Sanitary Sewer Service Connection

Public Facilities:

City of Auburn Utility Availability Form is attached

You will need to verify utility availability with the Public Works Department prior to submitting a building permit application.

Does the Utility Availability Form indicate that an Extension of Public Utilities is required?

- Yes**, a Facility Extension is required and has been submitted **FAC#**_____
- No**, a Facility Extension is not required.

Does the Utility Availability Form indicate that service is being provided by another agency?

- Yes**, Other Agency Certification is required and is being submitted with the building permit application. The City of Auburn serves the majority of properties located within the city limits. In the case that another sewer or water district (such as Lakehaven or Bonney Lake)

serves the subject property, an availability certificate must be obtained from the district and accompany the building permit application to the City.

Is an Availability Certificate required?

- Yes, an Availability Certificate is attached from the following provider(s):
- No

Is the property proposed to be served for sewer using an on-site septic system?

- Yes, Health Department Approval is attached from: King Pierce
- No

Is the property proposed to be served for water by a private well?

- Yes, a copy of the recorded well covenant is attached.
- No

No, the Other Agency Certification is not required.

Storm Permit Application (storm system is shown on site or Facility extension plans)

The storm permit is issued with the Building Permit. The storm system must be shown on the building plans unless a facility extension (FAC) is required for the project then; the storm system must be shown on the FAC plans.

There are three levels for a storm permit:

1. Does your project increase or replace less than 2,000 square feet of impervious surface or disturb less than 7,000 square feet of land? Requires a Level 1 Storm Permit.

- Yes, a copy of the Level 1 Storm Permit is attached STM#_____Or.***
- No***

2. For sites that increase or replace 2000-5000 square feet of impervious surface or have 7,000 square feet or more of land disturbing activity requires a Level 2 Storm Permit.

- Yes, a copy of the Level 2 Storm Permit is attached STM#_____Or.***
- No***

3. For sites that increase more than 5,000 square feet of impervious surface or converts 3/4 acres or more of native vegetation to lawn/landscaped area or converts 2.5 acres or more of native vegetation to pasture or the new plus replaced impervious is 5,000 square feet or more AND the value of improvements exceed 50% of the accessed value of the existing improvements requires a Level 3 Storm Permit.

- Yes, a copy of the Level 3 Storm Permit is attached STM#_____Or.***
- No***

If your project disturbs 1 acre or more of land, an Ecology Stormwater NPDES General Permit is required, see the handout "Focus on Construction Stormwater General Permit" for more information.

- Ecology Construction Stormwater General Permit** has been applied for and a copy of the final permit will be required to be provided to the City prior to issuance of the building permit.

City of Auburn Public Street Improvement Requirements Form is attached

You will need to verify the Public Street Requirements with the Public Works Department prior to application submittal.

Does the Public Street Improvement Requirements Form indicate that public street improvements are required?

- Yes, a Facility Extension is required and has been submitted FAC#_____**

No, a Facility Extension Application is not required

Is a traffic analysis required?

Yes, and is attached

No

If a Facility Extension application is not required, does the proposed work include the construction of new driveways, sidewalks or curbing?

Yes, a Special Permit is required and has been applied for: **SPC#** _____

No

If a Facility Extension application is not required, does the proposed work involve impacts to the City's right-of-way beyond those covered by a Special Permit above?

Yes, a Construction (Excavation) Permit is required and has been applied for: **EXC#** _____

No

Temporary Erosion Control for Small Sites – The applicant has been provided with the City's handout, if applicable.

This checklist is deemed **incomplete** by: _____ Date: _____

This checklist has been reviewed and **receipted** in by: _____ Date: _____

BLD# _____