

CITY OF DEER PARK
DEPARTMENT OF BUILDING & SAFETY
P.O. BOX F * 316 E CRAWFORD AVENUE
DEER PARK WA 99006
www.cityofdeerparkwa.com
(509) 276-8801 FAX (509) 276-5764

Office Use Only

Tr # _____

Amount \$ _____

Ck # _____

Date _____

NON-RESIDENTIAL (Commercial / Industrial)
MULTIFAMILY RESIDENTIAL APPLICATION

PROJECT INFORMATION:

PROJECT TITLE: _____

PROJECT DESCRIPTION: _____

Lot _____ **Block** _____ **Subdivision** _____

Street Address: _____

Zone: _____ **Tax Parcel #** _____ **Lot Area** _____ **square feet**

Owner: _____ **Telephone #:** _____

Mailing Address: _____

Contractor License Number _____

Contractor: _____ **Telephone #:** _____

Mailing Address: _____

Architect: _____ **Telephone #:** _____

Mailing Address: _____

Engineer: _____ **Telephone #:** _____

Mailing Address: _____

BUILDING INFORMATION:

Construction Type: _____ **Occupancy Group(s)** _____

Number of Stories: _____ **Building Height:** _____ **Total Floors:** _____

Building Footprint Square Footage: _____ **Number of Housing Units:** _____

Change of Occupancy? YES NO FROM: _____ **TO:** _____

Sprinkler System: _____ **Fire Alarm System:** _____

PLEASE RETURN THIS PAGE WITH YOUR PLANS.

Please submit all building permit plans and data – 10 days prior to Planning Commission meetings which are held the 2nd and 4th Mondays of every month.

Community Services Director: Roger Krieger

**NON-RESIDENTIAL / COMMERCIAL
INDUSTRIAL /MULTI-FAMILY RES.
PROJECT INTAKE CHECKLIST**
New Construction, Addition, Change of Use

Office Use Only

File # _____

Project _____

Contact _____

Date _____

This intake Checklist is provided for customer guidance in Preparing a completed building application and plan set. An applicant must submit all of these requirements at the time of Intake, failure to do so could result in an application not being accepted. What follows is a list of specific requirements for intake. Please review these requirements so that your submitted plan sets contain all of these elements.

PROJECT TITLE: _____

Site Plan:

- The footprint of all proposed and/or existing structures
- Existing and proposed grading
- All parking areas and driveways
- All sidewalks, pedestrian walkways, and other pedestrian areas
- The location, height and materials for all fences and walls
- The common and scientific names of all plant materials used, along with their size at time of planting
- The location of all overhead utility and communication lines, location of all driveways and street signs
- Location of existing trees and existing street trees in the public right-of-way
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Structure Height:

- Show maximum structure height allowed per zoning and per the International Building Code
- Show proposed structure height
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Parking:

- Parking stalls (existing, proposed or to be modified)
- Parking calculations showing required number and stalls provided
- Dimension of parking lot including stalls and drive aisles
- Identify parking angles
- Identify driveways including dimensions
- Identify parking lot lighting fixtures and style of lights
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Utility Plan:

- Property lines
- Building and parking lot footprint
- Show location of existing and proposed water and wastewater mains in the street

- Identify location and size of all existing and proposed water service(s) – identify any services that will be abandoned, include depth of services, separation from other utilities and structures, required sleeving areas
- Show location and size of all existing and proposed wastewater service(s) – identify any services that will be abandoned, include slope of services, separation from other utilities and structures; cleanouts
- Location and detail of the water meter vault or location within utility room within the structure – include all pipe, service size and vault sizes
- Identify location of all existing and proposed fire hydrants
- Identify locations of wastewater and water crossings
- Show existing and proposed easements for recording
- Stamp and signature of a professional engineer licensed in the State of Washington
- Provide plan and profile sheets for all proposed main extensions using City of Deer Park engineering design and construction standards
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Erosion/Sediment Control Plan:

- Identify existing and final contours
- Identify type and location of proposed BMPs for temporary and permanent erosion and sediment control
- Identify location and type of future stormwater facilities
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Stormwater Plan:

- Provide design report per Eastern Washington Storm Water Manual
 1. Provide project narrative
 2. Provide basin map
 3. Time of concentration and route
 4. Calculations for pipe sizing, inlets, ditches and storm modeling
 5. Calculations for stormwater treatment (GPA sizing)
 6. Calculations for stormwater disposal
 7. UIC (underground Injection Control) analysis
 8. Square footage of existing and proposed asphalt, concrete, roof type and area
 9. Overflow analysis
 10. Perpetual operation and maintenance requirements and considerations
- Show existing and proposed contours
- Show location of drainage facilities – drywells, pipes, inlets, ponds, ditches, swales, catchbasins, curb inlets, splash pans
- Provide bottom dimensions of all ponds or swales
- Provide typical sections for all ponds or swales including slopes and planting requirements, (Sod to be provided for swales if installed after September 1 of any year, and provided with irrigation)
- Identify existing and proposed easements
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Geotechnical Report:

- Identify type of soils on site, field verified by a qualified professional
- Infiltration rate to be used for design including a factor of safety

- Results of any field or lab tests (sieve analysis, infiltration testing, cat-ion exchange, etc.)
- Foundation minimum requirements and/or roadway recommendations
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Miscellaneous:

- Hydraulic analysis showing adequate fire flow and domestic service
- Sewer capacity study (if applicable)
- Trip Generation and Distribution Letter (or Traffic Study if required)
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Building Requirements:

- Three Complete Sets of Plans, Stamped by a Licensed Architect, 24"x36", One Additional Set of Plans at 11"x17", One Complete set of Plans in Digital PDF Format
- Completed Non-Residential Application
- Non-Residential Energy Code (NREC) Form completed and sign by NREC Agency, Owner and Architect
- Special Inspection Agencies selected or proposed for the project
- Critical Materials List
- Completed State Environmental Policy Act (SEPA) Determination, or SEPA Checklist for Determination and Public Comment (if required)
- Pre-Development Conference Notes (if a meeting was requested and held)

Specify if any unconventional construction materials or methods will be utilized on this project.

