



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT
COMMERCIAL & MULTI-FAMILY BUILDING PERMIT APPLICATION

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6th Street, Anacortes WA 98821

Phone: (360) 293-1901, Fax: (360) 293-1938

PLEASE REFER TO THE COMMERCIAL & MULTI-FAMILY BUILDING PERMIT CHECKLIST FOR SUBMITTAL REQUIREMENTS

PROJECT ADDRESS (Street, Suite #):		Parcel(s) #:	
Subdivision/Lot #:		Project Valuation: \$	
APPLICANT:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
PROPERTY OWNER:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
CONTACT PERSON:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
LENDING AGENCY:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
CONTRACTOR:*		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
<i>*All Contractors & subcontractors must have a valid City of Anacortes business license prior to doing work in the City. Contact the City's Finance Department at (360) 299-1968.</i>		Professional License #	Exp. Date:
		Business License #:	Exp. Date:
PROPOSED WORK: _____ _____ _____			
PROPOSED NEW SQUARE FOOTAGE:			
Basement SQ':	1 st Floor SQ':	2 nd Floor SQ':	
3 rd Floor SQ':	4 th Floor SQ':	Garage SQ':	
Other SQ':	Retaining Wall: Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Sprinkler: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Occupancy Group(s):	Occupant Load(s)	Type of Construction:	
I declare under penalty of perjury that the information I have provided on this form/application is true, correct, and complete, and that I am the property owner or duly authorized agent of the property owner to submit a permit application to the City of Anacortes.			
Print Name: _____		Owner <input type="checkbox"/> Agent <input type="checkbox"/> (specify): _____	
Signature: _____		Date: _____	

IMPERVIOUS SURFACE AREA:

Existing Impervious SQ':	New Impervious SQ':
Total Disturbed Land/Soil SQ':	Total Proposed: Cut: Fill:
New hard surfaces (pervious & impervious)	
Land converted from native vegetation to lawn or landscaping SQ':	
Land converted from native vegetation to pasture SQ':	

MECHANICAL:

Equipment Type:	Appliance/Equipment Information (new and relocated):				Total #:
Furnace:	Gas #:	Elec #:	Other #:		
Wall Heater:	Gas #:	Elec #:	Other: #:	Location(s):	
Gas Water Heater:	#:	Location(s):			
Air Handler:	Elec #:	Other: #:	Location(s):		
Air Conditioning:	Elec #:	Other #:			
Hydronic Heating:	Gas #:	Elec #:	Other: #:	Location(s):	
Exhaust Fans:	Bath #:	Laundry #:	Kitchen #:	Other #:	
Range Hood:	#:	Location(s):			
Fireplace:	Gas #:	Elec #:	Other: #:	Location(s):	
Clothes Dryer & Duct:	Gas #:	Elec #:	Other: #:	Location(s):	
Stove/Range/Oven:	Gas #:	Elec #:	Other: #:	Location(s):	
Refrigeration Unit:	Elec #:	Other: #:	Location(s):		
Gas Piping:	#:	Location(s):			
Other:	#:	Location(s):			
	TOTAL OUTLETS:				

PLUMBING FIXTURES:

Fixture Type (new and relocated):	Total #:	Fixture Type (new and relocated):	Total #:
Water Closet (Toilet):		Refrigerator water supply (for water/ice dispenser):	
Kitchen Sink:		Pressure Reduction Valve/Pressure Regulator:	
Utility Sink:		Water Service Line:	
Tub:		Water Piping:	
Hand Sink:		Clothes Washer:	
Shower:		Electric Water Heater: Tank-less? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dishwasher:		Backflow Prevention Device:	
Urinal:		Hose Bib:	
Floor Drain / Floor Sink:		Drinking Fountain:	
Hydronic Heat in: Floor <input type="checkbox"/> Wall <input type="checkbox"/>		Grease Interceptor:	
Refrigerator water supply (for water/ice dispenser):		Other:	
TOTAL OUTLETS:		TOTAL OUTLETS:	



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PRE-APPLICATION MEETING? YES NO If Yes, Pre-application Number: _____

Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City Ordinances.

Applicant Checklist	SUBMITTAL REQUIREMENTS: <i>The number indicates the number of copies for submittal (if applicable).</i>	PERMIT TYPE:				
		New Commercial & Mixed-Use	New Multi-Family	Tenant Improvements	Change of Use	Office Use Only
Commercial & Multi-Family Building Permit Application		1	1	1	1	
Site Plan (Drawn to Scale)		2	2	0	2	
Copy of Boundary Survey		2	2	0	2	
Building Plans (Drawn to Scale)		2	2	2	2	
Reduced Site Plan (11" X 17")		2	2	0	2	
Reduced Floor Plan (11" X 17")		2	2	2	2	
Structural Calculations (if applicable)		2	2	2	2	
Energy Code NREC Calculations & Lighting		1	1	1	1	
Complete Stormwater Plan & Drainage Analysis		2	2	0	2	
13 Elements of SWPPP Checklist		2	2	0	2	
Landscape Plan		2	2	0	0	
Parking Plan		2	2	0	0	
Grading Plan/Cut/Fill		2	2	0	0	
Critical Areas Report (if applicable)		1	1	0	0	
Geotechnical Report (if applicable)		1	1	0	0	
Traffic Impact Analysis (if applicable)		1	1	0	1	
Plan Review Deposit		✓	✓			
Digital Copy of Plans on Flash/CD (due at permit issuance)		✓	✓			

1. Handouts and Standard Details may be found on the City's website at www.cityofanacortes.org or can be obtained at City Hall during normal business hours.
2. Plans, calculation, & reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
3. The Stormwater Plan & Drainage Analysis shall comply with the 2012 Department of Ecology's Stormwater Management Manual for Western Washington (as amended in December 2014).