



## BUILDING CHECKLIST

### *This checklist is to accompany all Building Permit Applications*

*This checklist is to aid applicants and the administrators in determining the nature and extent of proposed construction.*

Name or Name of Business: _____
Physical Address: _____
Mailing Address: _____
Phone number: _____ Email Address: _____

<b>DO I NEED A BUILDING PERMIT?</b> <i>(If answer yes to any of the following a checklist is required)</i>	YES	NO
<b>I am constructing any structure 200 square feet or greater.</b>		
<b>I am constructing a detached accessory building, such as tool shed, storage shed or play house greater than 120 square feet?</b>		
<b>Am I building a fence over 6-foot tall or a retaining wall over 4-foot tall?</b>		
<b>Platform, deck, walk, drive more than 30" above grade?</b>		
<b>Swimming pool (Below grade or above grade and more than 5,000 gallons)?</b>		
<b>Minor construction or alteration above \$1,500 in any 12-month period?</b>		
<b>Construction or alteration of electrical, plumbing, or mechanical activities?</b>		

<b>SECTION 1. STREETS, SIDEWALKS AND PUBLIC PLACES (PMC Title 12)</b>	YES	NO
<b>A. Will <u>work</u> take place in public right-of-way or City/Utility easement? (PMC 12.08 ROW PERMIT APPLICATION required)</b>		

<b>SECTION 2. PUBLIC SERVICES (PMC Title 13)</b>	YES	NO
<b>A. Will you need Water Service? (PMC 13.04.190 UTILITY SERVICE APPLICATION required)</b>		
<b>B. Will you need a change in Water Meter size? (PMC 13.04.360 UTILITY SERVICE APPLICATION required)</b>		
<b>C. Will you need temporary water service for construction purposes? (PMC 13.04.43.0 UTILITY SERVICE APPLICATION required)</b>		
<b>D. Will you need to extend a Water Transmission Main? (PMC 13.04.530 WATER MAIN EXTENSION APPLICATION required)</b>		
<b>E. Will you need a Sewer Service? (PMC 13.08.030 UTILITY SERVICE APPLICATION required)</b>		
<b>F. Will a contractor be constructing water or sewer line extension or be making any connection to the public water or sewer systems? (PMC 13.08.090 CONTRACTOR APPLICATION TO PERFORM WORK required)</b>		

<b>SECTION 3. BUILDING AND CONSTRUCTION (PMC Title 15)</b>	YES	NO
<b>A. Will you be using a travel trailer or recreation vehicle as a temporary dwelling unit? (PMC 15.10.060 TEMPORARY DWELLING FOR CONSTRUCTION PERMIT required)</b>		
<b>B. Will you be constructing a sign? (PMC 15.14.080 SIGN PERMIT required)</b>		

<b>SECTION 4. ZONING ( PMC Title 17)</b>	YES	NO
<b>A. Vision clearance at intersections? (PMC 17.04.070 No structure, fence, wall etc. shall be over 3 ½ feet within 25' of an intersection.</b>		

B. <b>Fencing meet requirements?</b> (PMC 17.04.090 Front yards a maximum height of 3 ½ feet and side and rear yard may be up to 6 feet high.)		
C. <b>Is this an Accessory Dwelling?</b> (PMC 17.04.100 ACCESSORY DWELLING APPLICATION Required)		
D. <b>Is this a Nightly Rental?</b> (PMC 17.04.105 NIGHTLY RENTAL CHECKLIST required)		
E. <b>Is this a Home (Business) Occupation?</b> (PMC 17.04.160 HOME OCCUPATION APPLICATION required)		
F. <b>Will there be Chickens or small mammals?</b> (PMC 17.04.180 CHICKEN APPLICATION required)		
G. <b>Impact Assessment Checklist required (PMC 17.04.170), if?</b> <input type="checkbox"/> New construction (except single-family home) <input type="checkbox"/> Substantial expansion <input type="checkbox"/> New business license <input type="checkbox"/> Home business <input type="checkbox"/> Modification or change in primary use of establishment. (For example, a café currently open only for breakfast and lunch that wants to expand to serve dinners and live music is required to fill out a Impact Assessment Checklist as this activity might increase the demand for off-street parking or noise impacts.)		
<b>Are you building or planning within 200 feet of a Shoreline or Critical Area?</b> <input type="checkbox"/> Shoreline <input type="checkbox"/> Steep Slope <input type="checkbox"/> Other Environmentally Critical Area? (SEPA required PMC 15.16; 17.14)		

<b>ZONING REQUIREMENTS (PMC Title 17)</b>		
<b>Zone</b>		
<b>Allowed Use per Table A</b>		
<b>Meet Development Standards per 17.12</b>		
	<b>Requirements (PMC 17.12)</b>	<b>Proposed Dimensions</b>
<b>Max Lot Cover</b>		
<b>Minimum Lot Cover</b>		
<b>Front Setback</b>		
<b>Side Setback</b>		
<b>Rear Setback</b>		
<b>Minimum Width</b>		
<b>Maximum Height</b>		
<b># of Parking (PMC 17.16.070 Table A)</b>		



SITE PLANS & SURVEY REQUIREMENTS			
<b>Do I need a Site Survey?</b> <i>survey is not always required, but is always recommended</i>	<i>(A site</i>	<b>Yes</b>	<b>No</b>
Boundary Line Adjustment		X	
Subdivisions & Plats		X	
Interior improvements and small alterations well with property boundaries			X
Primary structures – residential, commercial, and industrial		X	
Secondary structures – suggested <i>(May be required)</i>			X
Fences, retaining walls and landscaping <i>(May be required)</i>			X
<b>What Site Plan do I need:</b>	<b>Preliminary</b>	<b>Basic</b>	<b>Enhanced</b>
Interior-only improvements	X		
For preliminary discussions with planning team	X		
Small commercial alterations		X	
Change of use not affecting parking, truck loading, and vehicle access		X	
Residential, one and two-family dwellings		X	
Detached accessory structures less than 2,000 square feet in area without new vehicular access.		X	
Complex projects such as construction of a new single-family, multifamily, or commercial project.			X

**Preliminary Site Plan Requirements**

- Address of project
- Owner's Name
- Legal Description/Easements
- Parcel Number
- North arrow
- Property, Easements and Right-of-way Lines, dimensions, and bearings
- Dimensions of right-of-way, streets & alleys
- Curbs, sidewalks, and street trees
- Boundaries of Environmentally Critical Areas
- Pedestrian access
- Location of driveways, parking, and paved areas (existing and proposed)
- General location, size, shape of existing and proposed structures, retaining walls, and driveways.
- Distances of existing and proposed structures from property lines

**Basic Site Plan Requirements**

- Include requirements of the Preliminary Site Plan**
- The drawing's scale (min. 1" = 10')
- Specific location, size, and shape of all existing and proposed structures, including buildings, retaining walls, and driveways.
- A location plan is required when repair and/or minor interior alteration to an existing structure is proposed.
- Street and alley improvement dimensions
- Including site lot coverage calculations
- Identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features
- Location and dimension of all window wells, fireplaces, chimneys, etc.

- Center elevation and developed roadway at 25-foot intervals if a change to access or parking is proposed.
- Identify existing and finished grade elevation of driveway at property line, and at garage entry, if a change to access or parking is proposed.
- Curb cut width and distance from adjacent property lines (label as "existing" or "proposed")
- Identify all physical restrictions to site access (utility poles, rockeries, slopes)

**Enhanced Site Plan Requirements**

- Include everything required on the Preliminary and Basic Site Plans**
- Elevations and contour lines with labeled contour intervals on sloping sites or where earth grading is proposed (2-foot intervals)
- Identify top and bottom of steep slopes and show dimensions from slope top/bottom to building(s).
- Identify drainage ditches, natural watercourses, or culverts.
- All proposed and existing street trees and other landscaping in the public right-of-way.
- Sewer mains
- Water mains, fire hydrants, and water meters
- Storm drains, catch basins, and inlets.
- Power poles, streetlights, street signs, etc. adjacent to the subject property.
- All other elements between the pavement edge and the property line (such as side sewer, electrical ducts and vaults, electrical conduits curb ramps, etc.)
- On-site stormwater treatment, infiltration, or detention systems.

## STAFF CHECKLIST

(For Staff Use Only)

STAFF REVIEW CHART					
	PLANNER	ENGINEER	PUBLIC WORKS	BUILDING DEPT.	CLERK
Building permits for interior alterations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building permits for small alterations with no change of Parking, Use, or Utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building permits for new construction, residential & commercial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SECTION 1 (ROW work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SECTION 2 A-F (Utilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SECTION 2 D. (Work on water/sewer main lines)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 3 (Sign & RVs – Administrative)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SECTION 4 (Boundary Line Adjustments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SECTION 4 B & D (Subdivisions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REVIEWER	DATE	INITIALS	COMMENTS
Planner			
Engineer			
Public Works			
Clerk			

**COPIES**

- \_\_\_\_\_ Original to Building Department File
- \_\_\_\_\_ Copy to Applicant

**WHEN SIGNED & DATED BELOW, THIS IS YOUR PERMIT AND RECEIPT.**

Permission is hereby given to do the above described work, according to the conditions herein, and according to the approved plans and specifications pertaining thereto, subject to compliance with the ordinances of the City of Pateros.

Permit Issued \_\_\_\_\_, 2022 By \_\_\_\_\_ Building Official