

BASE PLAN BUILDING PERMIT
Must be submitted with the following:

N/A Submitted:

- Traffic and Park Impact Fees due at time of issuance.**
- Copy of Annually Updated Engineering and Architectural Approval for base plan use.**
- Five copies of the plot plan. Plot plans must be to scale, including all cantilevers, with given dimensions from structures to property lines (setbacks). Locations of existing and proposed structures, septic tank, drain field, and any other major physical features. Scale and North arrow, topography, and high water mark shall also be included on the plot plan.
- Complete land clearing application including a plot plan of the clearing area, including earth to be cleared, or graded, in cubic yards. The corners of the proposed building, all trees to be removed, trees to be left within the clearing area, and clearing limits must be marked in conjunction with the required landscaping plan submittal per Ordinance 651. Other information may be required in conjunction with the application.
- Washington State Energy Code Compliance Forms
- Sewer permit application or septic approval. If not in the sewer service area, approval for septic from the Pierce County Health Department (591-6470) is needed for all construction, including addition of bedrooms, and building footprint changes, carports, garages, etc.
- Water connection application or Certificate of water/fire flow availability.
- Copy of recorded Legal Description from Pierce County.
- Copy of short plat if applicable.
- Copy of a valid contractor's business license or current City license number, with tax ID number and L&I Contractor's number.
- Separate required Road Approach permit.
- Erosion Control – indicate erosion control measures on plot plan submittals.
- Storm Retention – property will be subject to an engineered on site drainage retention system. Exemption: 500 sq. ft. or under, unless required by the City. **Applicant is to submit applicable details for all systems.**
- Attach plans, reports, or other documentation required with SEPA decisions.
- Business registration

Signature

Date

Phone