

BUILDING PERMIT APPLICATION RESIDENTIAL

Updated
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Physical Address: Auburn City Hall Annex, 2 nd Floor 1 E Main St	Mailing Address: 25 W Main St Auburn, WA 98001-4998	Webpage & Application Submittal: www.auburnwa.gov applications@auburnwa.gov	Phone and Email: Phone: (253) 931-3090 permitcenter@auburnwa.gov
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PROJECT INFORMATION


Check <u>all</u> that apply: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Mobile Home Setup Is this a new home that will be built off a stock plan? <input type="checkbox"/> No <input type="checkbox"/> Yes* If yes, house plan # _____ <i>*Provide a copy of the roof drip line profile for the proposed structure (this should match the roof drip line profile that was approved with the stock plan).</i> Project Valuation (exclude cosmetic improvements such as paint and carpet) \$ _____ Are you deferring impact fees or utility system development charges: <input type="checkbox"/> No <input type="checkbox"/> Yes** <i>**Fee Deferral Form must be completed and recorded before permit issuance.</i>	Permit Number # Parent Permit #
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Job site address: _____ Zip: _____ Lot #: _____ Subdivision Name: _____ Parcel #: _____ For Condominiums – Building Name: _____ Unit #: _____ For Mobile/Manufactured Homes – Park Name: _____ Space #: _____	Received:
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Scope of Work: _____ _____ _____	Deferred Submittals (check all that apply): <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing
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OWNER <input type="checkbox"/> Primary Contact	CONTRACTOR <input type="checkbox"/> Primary Contact
Name: _____ Contact Person: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-mail: _____	Company Name: _____ Contact: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ E-mail: _____ UBI #: _____ Auburn Bus. Lic.#: BUS - _____

ARCHITECT <input type="checkbox"/> Primary Contact	ENGINEER <input type="checkbox"/> Primary Contact
Company Name: _____ Architect: _____ ID#: _____ Exp. Date: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-Mail: _____	Company Name: _____ Engineer: _____ ID#: _____ Exp. Date: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ E-Mail: _____

BUILDING					
	Existing Sq. Ft.	New Sq. Ft.		Existing Sq. Ft.	New Sq. Ft.
Basement:	_____	_____	Garage:	_____	_____
1 st Floor:	_____	_____	Patio Covered Deck :	_____	_____
2 nd Floor:	_____	_____	Covered Porch:	_____	_____
3 rd Floor:	_____	_____	Uncovered Deck:	_____	_____
Total:	_____	_____	Other: ^{Balcony} Patio	_____	_____
TYPE OF CONSTRUCTION: _____			Number of Bedrooms: _____		
Is there a Change in Use <input type="checkbox"/> Yes <input type="checkbox"/> No			Fire Sprinklers <input type="checkbox"/> Yes <input type="checkbox"/> No		
MECHANICAL (indicate the number of each new and/or relocated fixture type in the space below)					
	A/C / Heat Pump		Furnace		Water Heater (Gas)
	Boiler		Gas Piping (# of outlets)		Other:
	Fans		Vents	Total # of Fixtures _____	
PLUMBING (indicate the number of each new and/or relocated fixture type in the space below)					
	Bathtub		Sinks: Kitchen/Bath/Laundry		Other:
	Clothes Washer		Toilet		Other:
	Dishwasher		Water Heater (Electric)		Other:
	Hose Bibb		Water Service	Total # of Fixtures _____	
ADDITIONAL INFORMATION					
HALF STREET IMPROVEMENTS:					
<input type="checkbox"/> Required Half Street Improvements have already been completed.					
<input type="checkbox"/> Required Half Street Improvements have not been completed and are proposed to be completed as part of this development.					
<input type="checkbox"/> Required Half Street Improvements have not been completed and are proposed to be deferred to a later time.					
USE OF OTHER PROPERTIES:					
<input type="checkbox"/> Yes <input type="checkbox"/> No Does the proposed development activity rely upon the use of other properties (e.g. easements across another property). If you check yes, please provide a copy of the legal document that indicates that the other property may be used to serve the proposed development. Also, please depict this information on any site plan drawings that are attached to this application.					
IS THE PROPERTY WITHIN A FLOOD HAZARD AREA? <input type="checkbox"/> Yes <input type="checkbox"/> No					
APPLICANT REPRESENTATIVE (if not listed on page 1)					
On behalf of: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer					
Company Name: _____		Representative Name: _____			
Address: _____		City: _____		State: _____ Zip: _____	
Email: _____		Phone: _____			
<p>I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Washington State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractor's full knowledge and consent.</p>					
 _____ SIGNATURE		_____ PRINTED NAME		_____ DATE	



OWNER LETTER OF AUTHORIZATION

Updated
June 2019

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Auburn City Hall Annex, 2nd Floor
1 E Main St

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Auburn, WA 98001-4998

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(A copy of this letter must be submitted for each property owner involved)

I, _____, declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am (*select one*) the owner of the property that is the subject of the application or the owner is a corporation, organization, or public agency and submitting this authorization is within the scope of my authority to act on that entity's behalf for the property located at _____ for the following scope of work _____.

2. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.

3. I acknowledge that approval of this application may be subject to conditions as specified on the approval documents.

4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

6. Regarding this application, the following individuals are appointed to act as my agent, or as the agent of the entity I represent: _____.

X *Alyssa Wilson*

Signature

Title

Printed Name

Date

City and State where signed

Email

Phone

Address

EXAMPLE SINGLE FAMILY RESIDENTIAL SITE PLAN

HOW COMPLETE IS YOUR SITE PLAN?

Site Information:

- 1 Parcel number or legal description.
- 2 Property lines and dimensions.
- 3 Names of roads abutting property.
- 4 North arrow.
- 5 Engineering-standard scale (1"=20' at minimum).

Structures:

- 6 Labels for all buildings/ structures.
- 7 Distances from all buildings to all property lines.
- 8 Distances between all buildings on the parcel.
- 9 Dimensions of roof overhangs and other labeled projections.
- 10 Dimensions of sheds, decks, retaining walls, and rockeries.
- 11 Height of fences and retaining walls.

Paved Areas:

- 12 Labels for all paved areas (ex. patios, walkways, driveways, gravel paths).
- 13 Distance from driveway to all property lines.
- 14 Dimensions of all paved areas.

Utilities/Stormwater:

- 15 Location of water connection.
- 16 Location of sewer connection or septic tank system.
- 17 Location of electricity connection and either above or underground.
- 18 Storm system, including infiltration trenches or drywells, per "Residential Footing Drain Construction" handout.

Other Site Information:

- 19 Proposed/existing easements including purpose, width and recording number.
- 20 Ground contours (2' increments maximum).

Scale - 1"=10'

Parcel No. 123456-7890

