



"The City of Bonney Lake's mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services"

**FOR STAFF USE ONLY**

Date:	Staff Member:
Project Description:	
Permit Number:	

# MULTI FAMILY BUILDING PERMIT APPLICATION

Application and Plan must be complete in order to be accepted, and all applications must be made "in person" at the Permit Center.  
**Traffic and Park Impact Fees are due at time of Permit Issuance.**

<b>Permit Type:</b> (Please Circle)	Multifamily <i>bcmmf</i>	Repair/Remodel <i>bcrrr</i>	Addition
<b>Project Name / Description:</b>		Value of Construction:	
Site Address:		Tax Parcel Number:	
General Location:		Lot Number:	
<b>Site Information:</b>		Lot Sq. Ft.:	
Section:	Township:	Range:	¼:
<b>Impervious Surface:</b>		Phone:	
<b>Applicant:</b>		<b>E-Mail Address:</b>	
Mailing Address:		City State/Zip	
Fax #:		Phone:	
<b>Property Owner:</b>		<b>E-Mail Address:</b>	
Mailing Address:		City State/Zip	
Fax #:		Phone:	
<b>Contact Person:</b>		<b>E-Mail Address:</b>	
Phone:		Phone:	
<b>General Contractor:</b>		Phone:	
Mailing Address:		City State/Zip	
Fax #:		E-Mail Address:	
State Contractor's License #:		Expiration Date:	
<b>Plumbing Contractor:</b> (if different than General)		Phone:	
Mailing Address:		City State/Zip	
Fax #:		E-Mail Address:	
State Contractor's License #:		Expiration Date:	
<b>Mechanical Contractor:</b> (if different than General)		Phone:	
Mailing Address:		City State/Zip	
Fax #:		E-Mail Address:	
State Contractor's License #:		Expiration Date:	
<b>Architect:</b>		Phone:	
Mailing Address:		City State/Zip	
Fax #:		E-Mail Address:	
Firm or Company Name:		E-Mail Address:	
<b>Engineer:</b>		Phone:	
Mailing Address:		City State/Zip	
Fax #:		E-Mail Address:	
Firm or Company Name:		E-Mail Address:	
<b>Lender <input type="checkbox"/> or Issuer of Payment Bond <input type="checkbox"/></b> :		Phone:	
Firm or Company Name		Phone:	
Mailing Address:		City State/Zip	
		<i>Reference RCW 19.27.095</i>	
<b>Description of work (Specific Description):</b>			
<b>Structure Information:</b>			
Existing Square Footage: _____		Additional Square Footage: _____	
Total Square Footage: _____		Type of Construction: _____	
Livable Area Sq. Ft.: 1 <sup>st</sup> Floor: _____		2 <sup>nd</sup> Floor: _____	
3 <sup>rd</sup> Floor: _____		4 <sup>th</sup> Floor: _____	
5 <sup>th</sup> Floor: _____			
Garage Sq Ft.: _____		Deck Sq Ft.: _____	
Porch Sq Ft.: _____		Carpport Sq Ft.: _____	
Storage/Shed Sq Ft.: _____			
Number of Bedrooms: _____		Number of Bathrooms: _____	
Number of Units: _____		Building Height: _____	
Commercial Sq Ft. _____ <i>** Note: Maximum Building height is 35 feet, unless specifically, or otherwise, approved, as defined by Bonney Lake Municipal Code chapter 18.</i>			
<b>Existing use:</b> <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Multi-Family <input type="checkbox"/> Warehouse <input type="checkbox"/> Hospital <input type="checkbox"/> Church			
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Motel/Hotel <input type="checkbox"/> Office <input type="checkbox"/> School/College/University <input type="checkbox"/> Other _____			
<b>Proposed use:</b> <input type="checkbox"/> Multi-Family <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Office <input type="checkbox"/> Other _____			
By leaving the contractor section blank, I hereby certify that I am the owner, or agent of the owner, of the subject property and contractors will not be hired to perform any work in association with this permit. I acknowledge that in leaving the contractor section blank, I do not intend to perform work for selling purposes without being a registered contractor by the State of Washington (RCW 18.27.090). I also verify that if I do choose to hire a contractor, general or subcontractor, I will only hire those which are licensed by the State of Washington (RCW 18.27.110).			
<b>Applicant: (Signature and Print)</b>			<b>Date:</b>

# **MULTI FAMILY BUILDING PERMIT**

## **Must be submitted with the following:**

The following is a brief outline of the requirements for a **New Multi Family Building** submittal. This list is for reference purposes only and may not include all items needed to complete the plan check process. Note: All projects over 4,000 square feet or over four dwelling units must be designed by a licensed architect or engineer per RCW 18.08.410.

N/A Submitted

- A Pre-Application meeting with city staff is required to discuss the proposed scope of work, permit requirements, design standards and the approval process per BLMC 14.50.005.
- TRAFFIC and PARK IMPACT FEES must be paid at time of Permit Issuance.**
- Six copies of a proposed site plan. Site plans must be to scale with 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, 2' interval topography is required and if parcel is on waterfront lot, the ordinary high water mark shall also be included on the site plan. **(Three Copies for Tenant Improvement)**
- For multi-unit residential buildings or rehabilitation of such, a stamped building enclosure design plan and details showing compliance with EHB 1848. A statement of compliance shall be provided by the designer with the document including the following statement: "The undersigned has provided a building enclosure document that in my professional judgment is appropriate to satisfy the requirements of EHB 1848."
- Six complete copies of the floor plan and details.
- Six complete copies of the elevations view (all views).
- Six complete copies of one construction cross-sections view throughout the structure.
- Six complete copies of the foundation plans and details.
- Six complete copies of the structural framing plans and details necessary to clearly depict the work to be done.
- Two complete copies of the manufacture's data and specifications sheet for pre-manufactured aspects of the structure (i.e. roof trusses, floor trusses, etc.) .
- Complete land clearing application including a site plan of the clearing area.
- Washington State Energy Code Data (Gas/Electric/Oil/Propane/Heat Pump)
- Sewer permit application - 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 additions and building footprint changes, carports, garages, etc.
- Certificate of sewer availability
- Water connection application.
- Certificate of water/fire flow availability.
- Copy of recorded Legal Description from Pierce County
- Copy of short plat if applicable.
- Copy of a valid L&I Contractor care and tax ID number.
- Road Approach Permit Application or Right of Way permit Application. A paved road approach is required for new construction.
- Erosion control – indicate erosion control measures on plot plan submittals.
- Storm retention – property will be subject to an engineered on site drainage retention system.
- Attach plans, reports, or other documentation required with SEPA decisions.

### **GENERAL REQUIREMENTS: (Required at time of application)**

- Six (6) complete sets of plans (Double line drawings).
- Six (6) sets of site plans. Minimum Scale 1" = 30'
- Plans shall be firmly bound on one edge.
- All plans and details are to be drawn to scale and fully dimensioned.
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 24" X 36". Minimum scale 1/4" = 1' (1/8" = 1' may be permitted on exceptionally large projects with prior approval from the building official.)
- Plans shall be black or blue ink. All comments must be original and incorporated into the original tracings.
- The following information needs to be present on either a title sheet or on the plot plan:
  - Owners Name
  - Project Address
  - Square footage breakdown
  - Assessors Parcel Number
  - Mailing Address
  - (living, area, office area, storage, sales area, etc.)
  - Lot, Block, and Subdivision

## ENERGY CALCULATION FORMS

- Two (2) copies of State Energy Code Data (Gas/Electric/Oil/Propane/Heat Pump) must be included with plans.

## ENGINEERING REQUIREMENTS

- Provide two (2) **wet sealed (original stamp and signature)** engineering calculations for the project.
- All engineering requirements are to be shown on plans. All plan sheets which show any engineering shall be **wet stamped** by the project engineer.

## TRUSS CALCULATIONS

- Two (2) sets of Truss calculations with truss layouts are to be submitted at time of application. Calculations must be site specific, either with address or Assessor's Parcel Number, and be **wet sealed (original stamp and signature)**.
- All Truss locations are to be identified on the roof framing layout. Show all hardware.

## PLAN INFORMATION plans are to clearly depict all of the following information:

- Occupancy classification
- Type of construction
- Allowable floor area vs. actual floor area
- Allowable building height vs. actual building height
- Exiting requirements (i.e. exit plan with occupant loads)
- Fire rated assemblies
- Accessibility requirements
- Code editions and design parameters

## SITE PLAN (min. 1" = 30') Include the following information:

- Scale
- North arrow
- Topography (**Contour lines in 2' elevation increments**)
- Lot drainage
- Easements
- Driveways and roads
- Sewer lateral
- Water main
- Electrical service meter
- Distance from property lines on all sides (North, South, East, and West)
- Show type and location of all retaining walls and slope stabilization
- Indicate exterior grade (Slope away from structure minimum of 2% for the first 10 feet)
- All cantilevers, with given dimensions from structures to property lines (setbacks)
- Distance between buildings
- All existing and proposed structures

## FLOOR PLAN Include the following information:

- Identify all rooms and spaces (Include dimensions)
- Plumbing fixtures
- Water heater, furnace sizes & A/C Units
- Walls & partitions
- Appliances/ Washer & Dryer
- All windows and doors (Include size, type, & operation)
- Size and location of underfloor and attic access
- Shear walls and shear wall schedule
- Guardrail type, height, and rail spacing
- Show size and location of skylight openings (If glass, include manufactures information)
- Show location of a minimum of two (2) frost free hose bibs
- Stairs; show width, rise and run
- Location of A/C-D/C interconnected smoke detectors. Fire alarm/panels
- Landings at all exterior doors
- Fireplace & hearth including wood or pellet stoves. (Show size & type)

## FOUNDATION/FLOOR FRAMING Include the following information:

- Size and location of all foundations and piers
- Size, span, and spacing of all floor framing members
- Size and spacing of all anchor bolts
- Post/beam size (Include connectors used)
- Type of floor sheathing and nailing to be used
- Hold downs and attachment
- Stepped footings, basement walls, and stemwall footings
- Size and location of under floor access and cross ventilation
- Deck and porch footings/piers
- Show separate floor framing layout for upper floors

## ELEVATIONS Include the following information:

- All sides of proposed project
- All exterior grades, floor, and roof heights
- Roof pitch
- All posts, decks, overhangs, and details
- Foundation & attic vents
- Windows and doors shall match location on floor plan
- Types of material to be used such as, roofing material, siding, etc.

**HVAC & PLUMBING:**

- |   |  |
|---|--|
| <input type="checkbox"/> Show size & location of supply & return air/combustion air | <input type="checkbox"/> Mechanical notes    |
| <input type="checkbox"/> Mechanical equipment                                       | <input type="checkbox"/> Plumbing schematics |
| <input type="checkbox"/> All mechanical plans shall be wet stamped & org. signature | <input type="checkbox"/> Fixture location    |

**ROOF FRAMING PLAN** Include the following information:

- |   |  |
|---|--|
| <input type="checkbox"/> Size, span, and spacing of all framing members     | <input type="checkbox"/> Size and location of all ridges, hips, and valleys                              |
| <input type="checkbox"/> Size and location of all beams, headers, and posts | <input type="checkbox"/> Each individual truss shall bear the same designation as the truss calculations |
| <input type="checkbox"/> Type, size and nailing of roof sheathing           | <input type="checkbox"/> Size and type of all framing hardware such as hangers, clips, straps, etc.      |
| <input type="checkbox"/> Size and location of skylights                     |  |

**CROSS SECTIONS** Include the following information:

- |  |  |
|--|--|
| <input type="checkbox"/> A minimum of one (1) <b>complete detailed</b> building construction cross sections. |  |
| <input type="checkbox"/> Indicate all material to be used including, but not limited to the following:       |  |
| <input type="checkbox"/> Insulation, (floor/roof/wall)   | <input type="checkbox"/> Decks, and deck framing   |
| <input type="checkbox"/> Sheathing & nailing (floor roof/ /wall)   | <input type="checkbox"/> Rafters/trusses, roof framing. (Sizes & details)                      |
| <input type="checkbox"/> Sheetrock, (type & thickness)   | <input type="checkbox"/> Top plates, studs, and sole plates (Show sizes & details)             |
| <input type="checkbox"/> Footing size & depth (Include rebar size & spacing)                                 | <input type="checkbox"/> Rim joists (Show sizes & details)                                     |
| <input type="checkbox"/> Piers, girders, posts, and hangers  | <input type="checkbox"/> Complete construction cross sections of fireplace and chimney framing |
| <input type="checkbox"/> Floor blocking  | <input type="checkbox"/> Size, span, and spacing of all framing members.                       |
| <input type="checkbox"/> Shear transfer from roof through foundation   | <input type="checkbox"/> Type of material to be used under cantilevered floor joists           |
| <input type="checkbox"/> Anchor bolts  | <input type="checkbox"/> Roof overhangs, ceiling joists (Show sizes & details)                 |

**DETAILS** (min. 1/2" = 1' scale)

Provide all necessary construction cross sectional details for all work shown. Details shall include, but not be limited to, the following;

- |   |  |
|---|--|
| <input type="checkbox"/> All Engineering details and schedules shown or referenced in structural calculations | <input type="checkbox"/> Retaining walls, etc.   |
| <input type="checkbox"/> Footings, piers  | <input type="checkbox"/> Pony walls, drag strap connections, Beam to joist connections |
| <input type="checkbox"/> Pier/beam  | <input type="checkbox"/> Girder truss to truss connection                              |
| <input type="checkbox"/> Post to girder   | <input type="checkbox"/> Roof eaves  |
| <input type="checkbox"/> Header connections   | <input type="checkbox"/> Top plate splice  |
| <input type="checkbox"/> Interior footings  |  |

Signature

Date

Phone