

# Commercial

## Modular Office Placement Construction Permit



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7802 Fax: (360) 487-7808

*Please review the submittal requirements. Incomplete applications will not be accepted.*

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Property Address:** *(tax assessor serial number or nearest intersection if no address)*  
\_\_\_\_\_

**Complete description of all work to be performed:**  
\_\_\_\_\_  
\_\_\_\_\_

**Sq. Ft. and use of modular:** \_\_\_\_\_

**Estimated cost (materials and labor): \$** \_\_\_\_\_

**Name, and address of installer:** \_\_\_\_\_

**Certification #**

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application counter complete. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property.*

*I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



## SUBMIT TO:

Development Review Services  
4400 NE 77th Av  
Vancouver, WA 98662

# COMMERCIAL

## Modular Office Placement Submittal Requirements

*The following information is required to be submitted with Modular Office Placement applications.  
Plans must be a blue-line print or drawn in ink. Plans are to be drawn to scale as appropriate (i.e. 1"=10', 1"=20', 1/4"=1', etc.)  
Applications without the required information will not be accepted.*

- Any fees associated with the application

### SUBMITTAL REQUIREMENTS

- Completed and signed application.

- Two (2) site plans drawn to scale, including the following:**

- a. All buildings on property
- b. Parking areas (including locations and number of spaces), ADA parking, accessible walkways
- c. Lighting
- d. Location and size of electrical service
- e. Water meter location
- f. Backflow assembly
- g. Gas meter location
- h. Fire hydrant location(s)
- i. Note if connected to City sewer or on private septic system and pretreatment

**Two (2) sets of the following plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable requirements.**

- a. Floor plan - Include square footage and use and location of EXIT doors
- b. Fire extinguishers
- c. Construction plans indicating:
  - ADA accessible ramp
  - Stairs
  - Landings
  - Handrails
- d. Foundation details (must be designed to the City Adopted Building Code.)
  - Foundation / Footing
  - Tie-down details

**NOTE:**

**Separate Permits required for fire alarm and fire sprinkler systems.**