

# COMMERCIAL

## New Structures & Additions



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

**Type of construction per IBC:** \_\_\_\_\_

**Square footage and use(s) of new construction:**  
\_\_\_\_\_

**Pre-Application # of Project: PAC** \_\_\_\_\_ **Site Plan Review # of Project: PSR** \_\_\_\_\_

*/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.*

*/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.*

**\*Projects subject to site plan approval must obtain that approval prior to issuance of building permits\***

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

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



SUBMIT TO:  
Development Review Services  
4400 NE 77th Ave  
Vancouver, WA 98662

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## Submittal Requirements

*The following information is required to be submitted with Commercial 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.

**Three (3) sets of the following plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable requirements.**

a. Building construction plans, including cross sections, elevations, floor plans and structural calculations.

b. Electrical plans, including service location, load calculations, single line distribution and Washington State Energy Code lighting power budget calculations.

c. Mechanical plans, including unit locations, duct size(s) and locations.

d. Plumbing plans, including water meter size(s) and locations(s), backflow assembly, fire protection systems, sewer connection location and any pretreatment.

e. Structural plans (if applicable)

f. Additional information and/or plans may be required upon review

**Reduced Site Plan (8.5 x 11")** for new buildings - used for addressing purposes

#### NOTE:

- Fire sprinkler systems require separate plans, plan review, permit and fees.
- Fire alarms require separate plans, plan review, permit and fees.
- Sign installations require separate plans, plan review, permit and fees.
- Separate permit required for all work in right-of-way.

\* \* \* \* \*  
Please provide the following information on all projects with a valuation of \$5000 and greater per RCW19.27.095 (1) d:

N/A  Financing Lender  Bonding Firm

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Bond amt. is not less than 50% of total amt. of project  Yes  No

\* \* \* \* \*