



BUILDING PERMIT APPLICATION RESIDENTIAL

Updated
J~ } ^ 2019

Physical Address:
Auburn City Hall Annex, 2nd 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

PROJECT INFORMATION

Check all that apply: New Construction Addition Alteration Mobile Home Setup
Is this a new home that will be built off a stock plan? No Yes* If yes, house plan # _____
**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).*
Project Valuation (exclude cosmetic improvements such as paint and carpet) \$ _____
Are you deferring impact fees or utility system development charges: No Yes**
***Fee Deferral Form must be completed and recorded before permit issuance.*

Permit Number #

Parent Permit #

Job site address: _____ Zip: _____ Lot #: _____
Subdivision Name: _____ Parcel #: _____
For Condominiums – Building Name: _____ Unit #: _____
For Mobile/Manufactured Homes – Park Name: _____ Space #: _____

Received:

Scope of Work: _____

**Deferred Submittals
(check all that apply):**
 Mechanical
 Plumbing

OWNER Primary Contact

CONTRACTOR 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 Primary Contact

ENGINEER 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:	_____	_____	Covered Deck:	_____	_____
2 nd Floor:	_____	_____	Covered Porch:	_____	_____
3 rd Floor:	_____	_____	Uncovered Deck:	_____	_____
Total:	_____	_____	Other:	_____	_____

TYPE OF CONSTRUCTION: _____ Number of Bedrooms: _____

Is there a Change in Use Yes No Fire Sprinklers Yes 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:

- Required Half Street Improvements have already been completed.
- Required Half Street Improvements have not been completed and are proposed to be completed as part of this development.
- Required Half Street Improvements have not been completed and are proposed to be deferred to a later time.

USE OF OTHER PROPERTIES:

Yes 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? Yes No

APPLICANT REPRESENTATIVE (if not listed on page 1)

On behalf of: Owner Contractor Architect Engineer

Company Name: _____ Representative Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

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.

SIGNATURE **PRINTED NAME** **DATE**



OWNER LETTER OF AUTHORIZATION

Updated
June 2019

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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(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

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

