



Development Services Department  
55 E. Moore Street  
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## Pole Building Permit Application

Site Address: \_\_\_\_\_

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

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Contractor (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Washington State Contractor's Registration # \_\_\_\_\_

Description of Project: \_\_\_\_\_

Does the pole building have a concrete floor: Yes  No

Use of building: \_\_\_\_\_

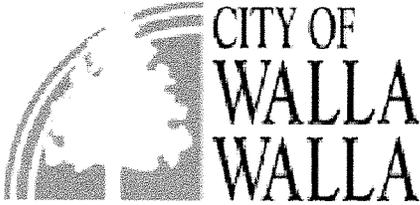
### Required documents:

- Site plan of property (see example handout)
- 1 set of complete construction plans (paper; 11 x 17, or pdf on cd/flash drive/ by e-mail minimum 11 x 17 size)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner or Contractor or Auth Agent

I certify, by my signature, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.



# EXAMPLE SITE PLAN

Parcel # 360724580001

SCALE - 1" = 10' ( 1" = 20' is minimum acceptable scale.)



## Minimum site plan requirements:

- Incomplete, illegible or not-to-scale site plans will not be accepted.
- Dimensions shown are for illustration only.
- Parcel number or legal description.
- Property lines.
- North arrow.
- Drawing scale to engineering standards. ( 1" = 20' min.)
- Names of all roads abutting property.
- Location of water and sewer connections.
- Show storm system per handout for "Residential Footing Drain Construction" including infiltration trenches or drywells per table.
- Show electric service as either above ground or below ground.
- All dimensions of parcel.
- Ground contours in 2' maximum increments.
- Distance from all buildings and parking areas to property lines.
- Distance between all buildings on the parcel.
- Distance of roof overhangs or other projections to property lines.
- Dimensions of all off street parking.
- Locations and dimensions of all easements.
- Locations and sizes of decks, retaining walls, rockeries and similar items.

