



CITY OF
UNION GAP
1883

Community Development Department
102 W Ahtanum RD, Union Gap, WA 98903
(509)575-3638

**NEW
SINGLE FAMILY
-OR-
DUPLEX
APPLICATION
PACKET**



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Residential Plan Review Checklist

1. Completed Building, Plumbing and Mechanical Permit Application forms (as applicable)
2. Two Copies of each of the following:
 - ☐ Site Plan as outlined in the General Site Plan Checklist.
 - ☐ Foundation Plan
 - ☐ Floor Construction Layout Plan.
 - ☐ Floor Joist Layout including associated engineer forms if using manufactured floor joists.
 - ☐ Roof/Ceiling Construction Plans
 - ☐ Roof Truss Layout and associated engineer forms if using manufactured roof trusses.
 - ☐ Typical Cross Section through structure from roof through foundation.
 - ☐ Stair and Guard Details (tread depth and riser height).
 - ☐ Completed Energy Forms

For questions relating to site development and/or zoning requirements, please contact City Planning at 509-575-3638.

 CITY OF UNION GAP 1883	Building Permit Application City of Union Gap Community Development 102 W Ahtanum RD Union Gap, WA 98903 Phone: 509.575.3638
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PROJECT INFORMATION:	
Building Info: ☐ Single-Family New ☐ Single-Family Alteration ☐ Single-Family Addition ☐ Multi-Family New ☐ Multi-Family Alteration ☐ Multifamily Addition ☐ Commercial New ☐ Commercial Addition ☐ Commercial Tenant Improvement	
Site Address:	Parcel Number:
Zoning: ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ C-1 ☐ C-2 ☐ CBD ☐ W/W ☐ L-I Will 1 acre or more be cleared or graded? ☐ yes ☐ no Temporary Const. Trailer? ☐ yes ☐ no Is the property within the flood area? ☐ yes ☐ no Change of Occupancy? ☐ yes ☐ no	
Description:	

Fire Sprinklers: ☐ yes ☐ no **City Water:** ☐ existing ☐ new **City Sewer:** ☐ existing ☐ new
Fire Alarm: ☐ yes ☐ no **Private Well:** ☐ existing ☐ new **Septic Sys:** ☐ existing ☐ new

Total Square Footage:		Construction Type (s):	
Estimated Cost of Construction:		Occupancy Class:	
PROPERTY OWNER:			
Property Owner Name:		Phone:	
Address:		Mobile:	
City:	State:	Zip:	Fax:
Signature:		Email:	
APPLICANT: ☐ (check box if applicant is the same as property owner)			
Applicant Name:		Phone:	
Address:		Mobile:	
City:	State:	Zip:	Fax:
Signature:		Email:	

DESIGN PROFESSIONAL:			
Design Professional Name:			Phone:
Address:			Mobile:
City:	State:	Zip:	Fax:
Signature:			Email:
This Section to Be Completed for Construction Permits Only			
Pursuant to RCW 19.27.095 (2)(i-ii). The requirements for a fully completed construction application shall include. 1. The name, address, and phone number of the office of the lender administering the interim construction financing, if any; or 2. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project. If for any reason the information requested below is not available at the time of the application, the applicant shall provide the information as soon as it can be reasonably obtained. Lending Agency Name: _____ Phone: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ I acknowledge by checking this box that this project has no bonding agency.			
If you are the Owner and Acting As your Own Contractor, please complete the following declaration:			
I acknowledge that I am applying for a construction permit thru the Union Gap Community Development Department. I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor's Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington. I (print name) _____ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. Signature: _____ Date: _____			



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PLUMBING PERMIT APPLICATION

Job Address: _____ Parcel Number: _____

Project Description: _____

Property Owner

Contractor

Name: _____	Business Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Alt. Phone: _____	Alt. Phone: _____
	State Contractor Lic. #: _____
	Expires: _____

ITEM	FEE	QTY.	AMOUNT	ITEM	FEE	QTY.	AMOUNT
BASE FEE	\$26.85	1	\$26.85	Laundry Tray	\$9.40		
State Fee Res.	\$6.50			Lavatory (basin)	\$9.40		
State Fee Comm.	\$25.00			Misc.	\$9.40		
Each Res. Unit >1	\$2.00			Pretreatment Interceptor	\$17.45		
Bar Sink	\$9.40			Repair/Alt Drain/Venting Pipe	\$9.40		
Backflow <2"	\$9.40			Roof Drain	\$9.40		
Backflow >2"	\$20.94			Sewage Pump	\$9.40		
Atmospheric Break 1-5	\$8.75			Sewer Repair	\$9.40		
Atmospheric Break over 5	\$2.15			Shower	\$9.40		
Bathtub	\$9.40			Sink	\$9.40		
Clothes Washer	\$9.40			Supplemental Permit	\$6.98		
Dishwasher	\$9.40			Urinal	\$9.40		
Drinking Fountain	\$9.40			Water Closet	\$9.40		
Floor Drain	\$9.40			Water Heater	\$9.40		
Hose Bib	\$9.40			Water Piping/Service	\$9.40		
Kitchen Sink	\$9.40			Sampling Port	\$9.40		
3 Compartment Sink	\$9.40					Total	\$

information contained herein is true and correct. I certify that I am the owner of the subject property, or, that I have been given express permission by the owner of the subject property to submit this application for permit. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state or local law regulating the construction or performance of construction sought under this permit.

Signature _____ Print Name _____ Date _____



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MECHANICAL PERMIT APPLICATION

Job Address: _____ Parcel Number: _____

Project Description: _____

Property Owner

Contractor

ne: _____
lress: _____
r/State/Zip: _____
ail: _____
ne: _____
Phone: _____

Business Name: _____
Address: _____
City/State/Zip: _____
Email: _____
Phone: _____
Alt. Phone: _____
State Contractor Lic. #: _____
Expires: _____

ITEM	FEE	QTY	AMOUNT	ITEM	FEE	QTY.	AMOUNT
SE FEE	\$26.85	1	\$26.85	Gas Piping 5+ each addn'l	\$2.42		
Unit	\$11.81			Gas Range	\$10.74		
<10,000 CFM	\$11.81			Haz Piping 1-4 outlets	\$9.40		
>10,000 CFM	\$19.33			Haz Piping 5+ outlets, each	\$2.42		
liance Vent	\$7.25			Heat Pump	\$10.74		
tric Baseboard or Suspended ters	\$15.57			Kitcen Exh. Fan	\$12.35		
porative Cooler	\$11.81			LP Tank	\$90.00		
lace/Htr <100,000 BTU	\$16.65			Misc.	\$10.74		
lace/Htr >100,000 BTU	\$19.87			Non-Haz Piping 1-4 outlets	\$2.95		
Boiler <100,000 BTU	\$15.57			Non-Haz Piping 5+ outlets, each	\$1.34		
Boiler >100,000 BTU	\$28.46			Pellet Stove	\$16.11		
Boiler 500,000- 0,000BTU	\$39.73			Repair/Alt./Addn to a listed Appliance	\$14.50		
Boiler 1,000,000-1,750,000 J	\$58.53			Supplemental Permit Fee	\$7.25		
Boiler >1,750,000 BTU	\$105.78			Type I/II Commercial Hood	\$12.35		
Fireplace/Heat Stove	\$16.11			Vent Fan (laundry/bath)	\$7.25		
Grill	\$10.74			Wood Stove	\$16.11		
Piping 1-4 outlets	\$9.40					Total	\$

I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined this application and know that the information contained herein is true and correct. I certify that I am the owner of the subject property, or, that I have been given express permission by the owner of the subject property to submit this application for permit. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state or local law regulating the construction or performance of construction sought under this permit.

Signature _____ Print Name _____ Date _____

Design standards.

All structures in the city of Union Gap shall be subject to the following design standards:

- (a) Ground Snow Load = 30 lbs/ft²
- (b) Wind Speed (Gust) = 85 mph
- (c) Seismic Design Category = C
- (d) Weathering = Severe
- (e) Decay = None to slight
- (f) Frost line depth = 24"
- (g) Termites = Slight to Moderate
- (h) Winter Design Temp = 11°
- (i) Ice Shield Underlay = Yes
- (j) Flood Hazards = As mapped by FEMA
- (k) Air Freeze Index = 1000
- (l) Mean Annual Temp = 50°

CURRENT CODES:

2018 Washington State Building Code based on the International Building Code (IBC)

2018 Washington State Building Code based on the International Fire Code (IFC)

2018 Washington State Residential Code based on the International Residential Code (IRC)

2018 Wash. State Existing Building Code based on the International Existing Building Code (IEBC)

2018 Washington State Mechanical Code based on the International Mech. Code (IMC)

2018 International Fuel Gas Code (IFGC)

2018 Uniform Plumbing Code (UPC)

2018 Washington State Energy Code (WSEC) Residential and Commercial

2015 International Property Maintenance Code (IPMC)

ICC A117.1-2017 Standard for Accessible and Usable Buildings and Facilities

*Electrical permits are applied for/issued by Washington State Labor & Industries,
1205 Ahtanum Ridge Dr, Unit C, Union Gap, WA 98903 (509)454-3700

SITE PLAN CHECKLIST & INSTRUCTIONS

In Order For Application To Be Determined Complete, A Site Plan Must Be Completed And Returned.

A Detailed Site Plan Is Required All site plans submitted in conjunction with your building permit application, land use application, and environmental application shall contain certain information and be approved by the appropriate Department. All information that is applicable to your proposal shall be checked off and clearly displayed on the site plan. It is in the applicant's best interest to provide a carefully drawn and scaled site plan with all required information. The decision on whether or not to grant approval of your development proposal is largely based on the information you provide. An application cannot be processed until an adequate site plan is submitted.

Please complete this checklist and include it with your site plan. The site plan must contain all pertinent information. Items not applicable to the proposed project shall be noted.

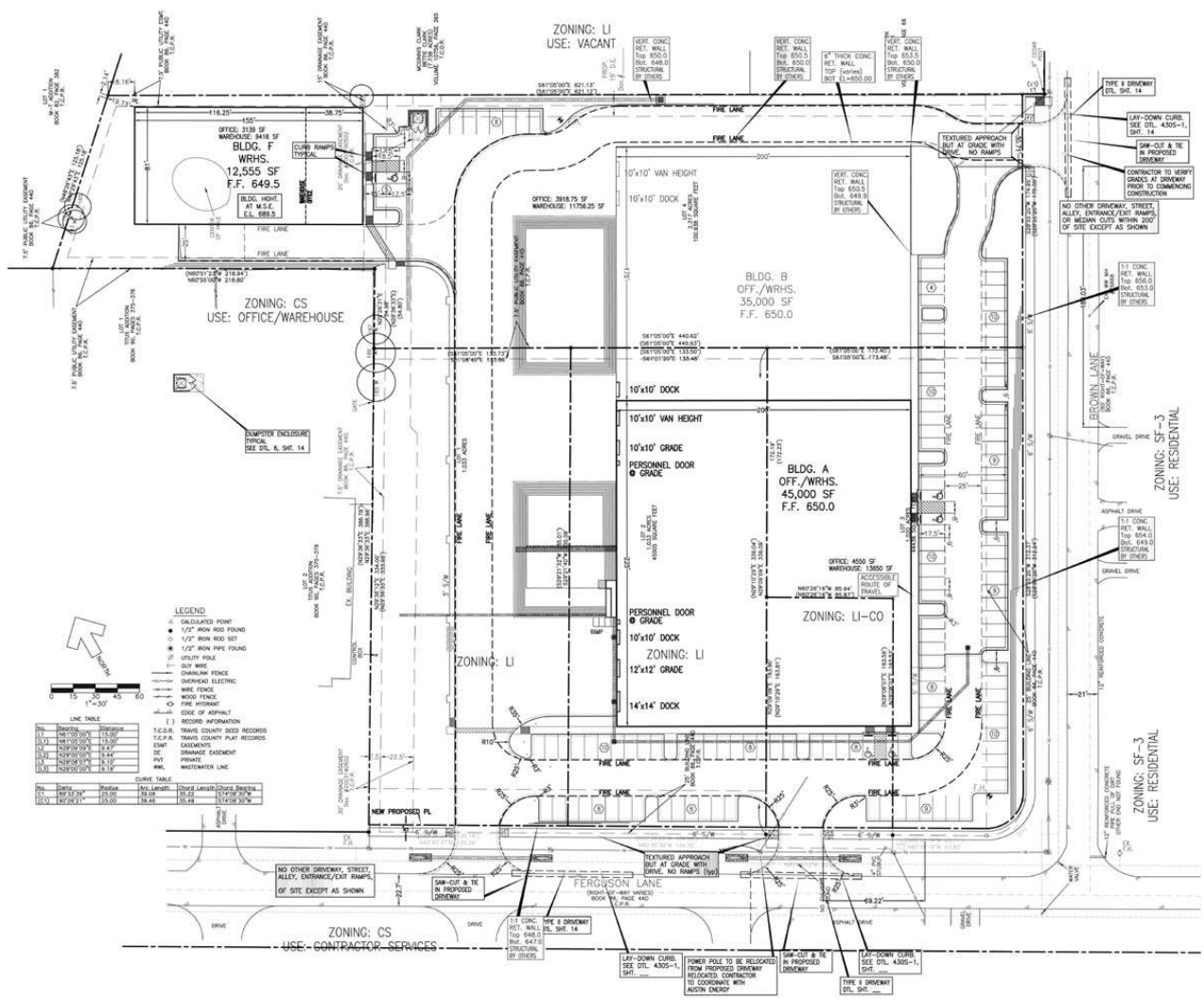
- 1) **Use Ink:** Use blue or black permanent ink. It may be helpful to draft the site plan in pencil then trace over in ink. Ink is necessary for adequate duplication.
- 2) **Use A Straight Edge:** All lines must be straight and done with the aid of a ruler or other straight edge. Use a compass when delineating circular drawings such as cul-de-sacs. Computer drafted site plans are acceptable.
- 3) **Draw To Scale:** Site plans shall be drawn to scale. The site plan template has a suggested map scale of one inch equaling twenty feet (1"=20'). Distances on the map must be as representative of reality as possible. For example, if the distance from a structure to a property line is 20 feet, the distance on the site plan will be 1 inch.
- 4) **Use Site Plan Checklist:** Use the site plan checklist and provide all applicable information on the site plan.
- 5) **Attach The Information Below To Your Site Plan:** Complete all information requested on the bottom of the site plan . If you use a different medium, provide the requested information on the alternative paper.

Note: You may benefit from the aid of a professional in the preparation of a site plan.

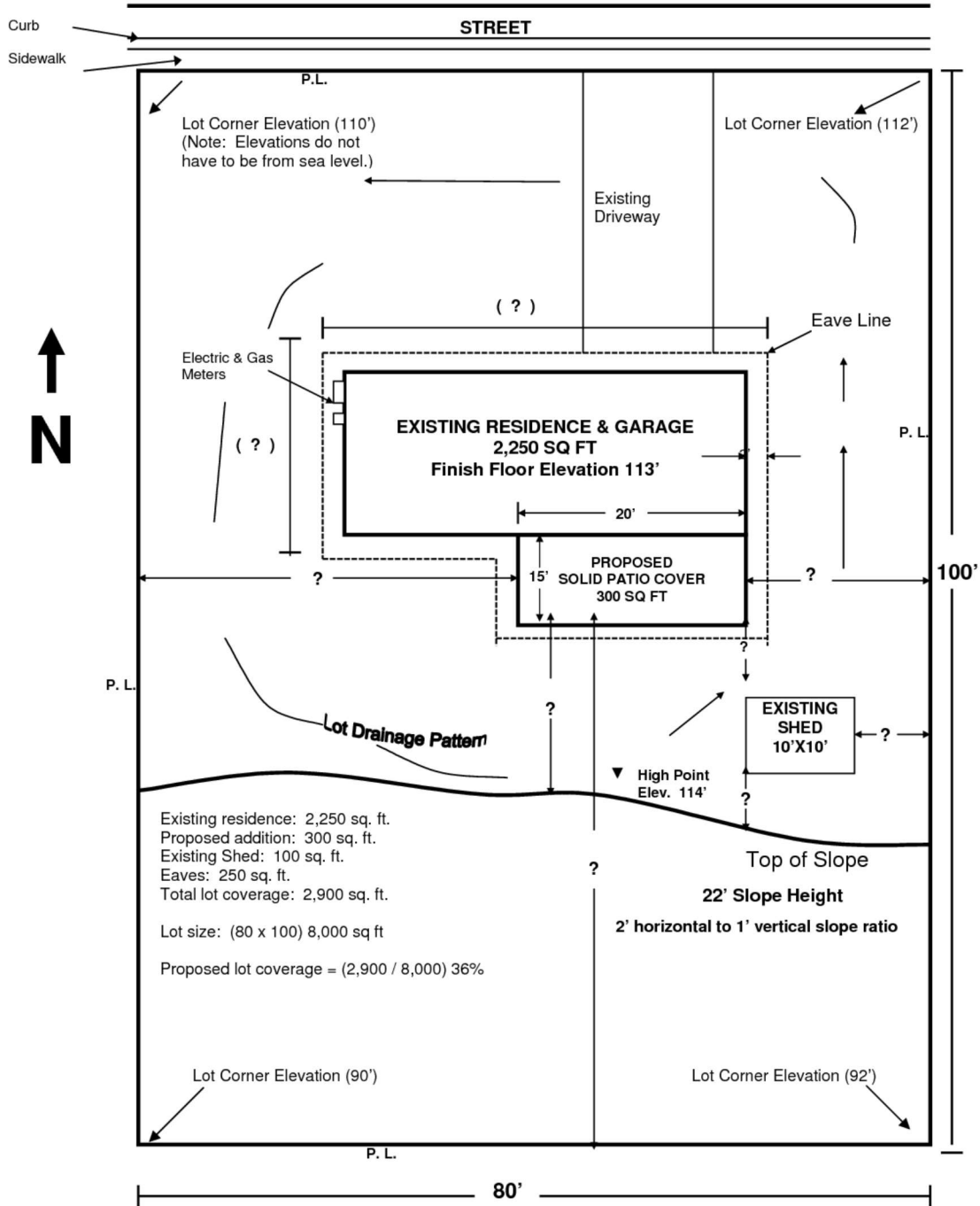
Check all boxes as: ☒ Included or ☐ - Not Applicable

☐	The site plan shall be legibly drawn in ink on paper of sufficient size to contain the required information, but not less than 8.5" X 11"
☐	All site plans shall be drawn to a standard engineering scale and indicated on the site plan. The scale selected shall best fit the paper.
☐	Site address, parcel number(s) and zoning designation of subject property.
☐	Property boundaries and dimensions.
☐	Names and dimensions of all existing streets bounding the site.
☐	Dimensions, location and use of proposed and existing structures including loading docks.
☐	Structure setbacks.
☐	North Arrow.
☐	Lot coverage with calculations shown on site plan.
☐	Location and size of any easements.
☐	Location and type of existing and proposed landscaping including landscaping within the public right-of-way.
☐	Location and size of existing and proposed side sewer and water service lines.
☐	Adjacent land uses and zoning designations.
☐	Location and size of all parking spaces shown on the site plan.
☐	Location and dimensions of proposed or existing driveway approaches.
☐	Vision clearance triangles at street intersections and where driveways and curb cuts intersect with streets.
☐	Location and size of proposed or existing signs.
☐	Location and size of required site drainage facilities including on-site retention.
☐	Location, type, and description of required site screening.
☐	Location and size of existing or proposed public sidewalks that are within 200-feet of the subject property.
☐	Proposed improvements located within the public right-of-way.
☐	Name, address, phone number, and signature of the owner or person responsible for the property.

Note: Community Development or reviewing official may require additional information to clarify the proposal, assess its impacts, or determine compliance with the Union Gap Municipal Code and other laws and regulations.



PLOT PLAN EXAMPLE



Property Owner Name:

Job Address:

Phone Number:

Drawn By: