



Commercial, Multi-Family, & Change of Use Application

City of Battle Ground
Community Development
109 SW 1st Street, Suite 127
Battle Ground, WA 98604
Phone: (360) 342-5040 | www.cityofbg.org

DEPARTMENT USE ONLY

Date Received:

Permit #:

TYPE OF WORK			
☐ Commercial		☐ Multi-Family	
☐ Change of Use			
DESCRIPTION OF WORK AND/OR USE CHANGE			
JOB SITE LOCATION			
Project Address or Tax ID:			
Subdivision:		Lot #	
PROPERTY OWNER		APPLICANT	
Name:		Name:	
Address:		Address:	
Phone:	Email:	Phone:	Email:
CONTRACTOR			
Business Name:			
Address:			
Phone:		Email:	
WA State Contractor's License #:			
NEW SQUARE FOOTAGE/VALUATION			
New Building Sq. Footage:		Tenant Improvement Square Footage:	
Number of Units:		Type of Construction:	
Occupancy Type:		*Valuation:	
<i>*Permit fees are based on materials and labor of work performed.</i>			
TYPE OF UTILITY			
Water: ☐ City ☐ CPU			
Sewer: ☐ City ☐ CRWWD ☐ Septic			
REQUIRED SIGNATURES			
<i>I/we certify, under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct (Ch. 5.50 RCW). It is the responsibility of the applicant/owner to comply with all private conditions, covenants, and restrictions (CC&R's) associated with this property. It is the responsibility of the owner/contractor to comply with RCW 18.27. I/we agree that City of Battle Ground 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.</i>			
Owner's Signature:		Date:	
Applicant's Signature:		Date:	

COMMERCIAL and MULTI-FAMILY SUBMITTAL REQUIREMENTS:

The following information (when applicable) is required to be submitted:

****Separate mechanical and plumbing permit required for commercial and multi-family permits****

☐	Fees associated with the application	☐	Completed and signed application
☐	One (1) complete set of legible constructions construction plans, drawn to scale, showing conformance to the applicable local and state building Codes. Plans shall include the following:		
	a. Building construction plans including cross sections, elevations, floor plans, foundation plans, occupancy classification, occupant load, type of construction, applicable code, relative elevations, building area (total square footage and square footage by occupancy). b. Mechanical plans, including unit locations, duct sizes(s), and location(s), mechanical calculations, energy/heat loss calculations, manufactures specifications and listings. c. Plumbing plans, including fixture locations, vent size(s), fixture load calculations, pipe sizing calculations, backflow assembly, sewer connection location, any pretreatment, and supply and meter location. d. Site plan (drawn to scale) e. Electrical plan, including exterior lighting, showing exit and emergency egress lighting. f. Fire Sprinkler/Alarm plans (fire permit must also be applied for through Fire District 3). g. Documents indicating how building will meet current Washington State Energy Code. h. Stamp and signature of the responsible licensed architect or engineer on the title page of construction documents.		
☐	Elevation Drawings		
☐	One (1) structural calculations (if applicable)		
☐	Pretreatment Form		
	System Development Charge (SDC) Worksheet		
MULTI-FAMILY ONLY:			
☐	RCW 64.55 – Recorded Irrevocable Covenant		
	Note: The building department is not charged with determining whether the building enclosure design documents are adequate or appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090. Nothing in RCW 64.55.005 through 64.55.090 requires a building department to review, approve, or disapprove enclosure design documents. Recorded irrevocable sale prohibition covenants required as prescribed by RCW 64.55.090. Developer shall submit to the appropriate building department a certified copy of the covenant: provided such covenant shall not apply to sales or dispositions listed in RCW 64.34.400(2). The covenant must be recorded in the county in which the building is located and must be in substantially the following form: <i>This covenant has been recorded in the real property records of Clark County, Washington, in satisfaction of the requirements of RCW 64.55.010 through 64.55.090 of this act. The undersigned is the owner of the property described on Exhibit A (the "Property"). Until termination of this covenant, no dwelling unit in or on the Property may be sold as a condominium unit except for sales listed in RCW 64.34.400(2). This covenant terminates on the earlier of either: (a): Compliance with the requirements of RCW 64.55.090 of this act, as certified by the owner of the Property in a recorded supplement hereto; or (b): the fifth anniversary of the date of first occupancy of a dwelling unit as certified by the owner in a recorded supplement hereto.</i>		
☐	Architect or Engineer's Statement		
	• Stamp and Signature: Any work done by a licensed architect or engineer shall bear the signature and seal of such and shall meet the State of Washington requirements for that license.		
☐	System Development Charge (SDC) Worksheet		



SDC Worksheet

City of Battle Ground
Community Development
109 SW 1st Street, Suite 127
Battle Ground, WA 98604
Phone: (360) 342-5040
www.cityofbg.org

DEPARTMENT USE ONLY

Date Received:

Building Permit #:

TYPE OF USE

☐ Restaurant/ Lodge/Church/Clubhouse/Theatre/Assembly Hall/Auditorium

Number of seats:

Kitchen facility?

☐ Yes

☐ No

☐ School

Number of elementary students:

Number of middle/high school students:

Number of teachers:

☐ Daycare Facility

Number of children:

Preschool only?

☐ Yes

☐ No

☐ Service Station

Number of fuel islands:

☐ Motel/Hotel

Number of rooms:

Kitchen in
rooms?

Yes

No

Pool or Jacuzzi?

Yes

No

☐ Hospital

Number of beds:

Kitchen in
rooms?

Yes

No

Laundry waste?

Yes

No

☐ Laundromat

Number of machines:

☐ Other:

REQUIRED INFORMATION

Square footage: *

Impervious area added (if any): *

Employees: *

Full time employees (FTE): *

Public restrooms: *

Domestic water meter size: *

Irrigation meter size: *

Other (specify): *

PROPERTY INFORMATION

Project Address or Parcel ID #: *

Project Name:

Proposed Use:

APPLICANT INFORMATION

Applicant Name:

Phone:

Address:

Email:

REQUIRED SIGNATURES

I/we certify, under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct (Ch. 5.50 RCW). It is the responsibility of the applicant/owner to comply with all private conditions, covenants, and restrictions (CC&R's) associated with this property. It is the responsibility of the owner/contractor to comply with RCW 18.27. I/we agree that City of Battle Ground 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.

Owner's Signature:

Date:

Applicant's Signature:

Date: