



City of McCleary

RESIDENTIAL BUILDING PERMIT APPLICATION

Building Department

Please email this form to: permits@cityofmccleary.com

The following information is required for Residential: Single Family, Duplex, Townhomes, Additions, and Accessory Structure Building Permit Applications.

Mark each box to designate that the information has been provided. Please submit this checklist as part of the submittal documents.

EACH BUILDING OR STRUCTURE REQUIRES A SEPARATE SUBMITTAL.

Incomplete applications will not be accepted.

SUBMIT ELECTRONIC FILES FOR EACH OF THE FOLLOWING:

REQUIRED DOCUMENTS

- ☐ Proof of approved Zoning Verification
- ☐ City of McCleary Residential Permit Application
- ☐ Site Plan
- ☐ Architectural Plans
- ☐ Structural Plans
- ☐ Structural Calculations
- ☐ Project Specification Manuals, *if applicable*
- ☐ WSEC Compliance Forms <https://waenergycodes.com/>
- ☐ Special Inspection and Testing Agreement, *if applicable*
- ☐ Deferred Submittal Request, *if applicable*

1. The plan review fee is due at the time of submittal, and the remaining balance will be due at the time of issuance.
2. The City of McCleary does not review or inspect electrical systems. Contact Labor and Industries at lni.wa.gov or 360-416-3000.

A. DEFERRED SUBMITTALS

If the project requires any of the following, a Deferred Submittal Request MUST be completed. Deferred submittals require separate applications, plans, and plan review.

1. Mechanical Plans (if not included in the plan set)
2. Plumbing Plans (if not included in the plan set)
3. Fire Sprinkler

B. SPECIAL INSPECTION AND TESTING AGREEMENT

A Special Inspection Firm is required to perform special inspections for the following types of work.

*The Special Inspection and Testing Agreement MUST be submitted with the Building Application.

- ☐ Structural Masonry ☐ Spray-Applied Fireproofing Other - Specify: _____

☐ **I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.**

RESIDENTIAL BUILDING

Type of Permit:	☐ Single-family	☐ Duplex	☐ Townhouse	☐ Addition/Alteration	☐ Accessory Structure
IBC Construction Type: _____		IBC Occupancy Type: _____			
Building Square Footage: _____		Number of Stories: _____			
Square Footage Per Floor: B: _____		1 st : _____	2 nd : _____	3 rd : _____	Garage: _____
Property Address: _____			Project Valuation: _____		
Lot #: _____		Parcel ID No.: _____		Preferred Contact: ☐ Owner ☐ Contractor	
Project Scope of Work: _____					
Owner Name: _____		Home No.: _____			
Email Address: _____		Cell No.: _____			
Mailing Address: _____		City: _____		State: _____ Zip: _____	
Primary Contractor: _____		Office No.: _____			
Email Address: _____		Cell No.: _____			
Mailing Address: _____		City: _____		State: _____ Zip: _____	
L&I Contractor License Number: _____		Expiration Date: _____			

I hereby certify that I am the ☒ Owner ☐ Architect ☐ Engineer ☐ Contractor and authorized to sign this application and that the above information is correct and construction on, and the occupancy and the use of the above-described property will be in accordance with the laws, rules and regulation of the State of Washington, and the City of Elma.

Signature

Print Name

Date