



City of Yelm

Date Received _____
By _____
File No. _____

Community Development Department **COMMERCIAL BUILDING PERMIT APPLICATION**

APPLICATION EXPIRES 180 DAYS AFTER DATE OF SUBMITTAL.

TO EXPEDITE PROCESSING, PLEASE VERIFY ALL DOCUMENTATION FOR ACCURACY.

ALL CONTRACTORS ARE REQUIRED TO PROVIDE A COPY OF THEIR CONTRACTOR'S REGISTRATION CARD AND PROOF OF A CURRENT CITY OF YELM BUSINESS LICENSE.

IN ORDER TO PROVIDE PROMPT AND EFFICIENT SERVICE, WE NEED THE FOLLOWING DOCUMENTS SUBMITTED WITH PERMIT APPLICATIONS:

- Identification and description of the work to be covered by the permit for which application is being made.
- Description of the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
- Description of the use or occupancy for which the proposed work is intended.
- Five complete sets of plans, diagrams, computations and specifications. (See attached list for specifics.)
- Stated valuation of any new building or structures or any addition, remodeling or alteration to an existing building.
- Signature of the applicant, or the applicant's authorized agent.
- Energy calculations.
- Civil plans and specifications, if applicable.
- Any additional data and information as may be required by the building official.
- Copy of mitigation agreement with school district, if applicable.

THE FOLLOWING ITEMS ARE NEEDED WHEN SUBMITTING AN APPLICATION FOR A SIGN PERMIT:

- The name, address and signature of the owner of the sign.
- The street address or location of the property on which the sign is to be located and the name and address of the owner of that property.
- The type of sign or sign structure.
- A site plan showing the proposed location of the sign relative to the boundary lines of the property where it will be situated, the locations and square footage areas of all existing signs on the same premises, and the location of all abutting public rights-of-way, building and other structures on the premises.
- Specifications and scale drawings showing the materials, designs, dimensions, structural supports, and electrical components of the proposed sign.

What inspections should be expected?

Each project requires a different set of inspections. Typically, they might include:

- A. Footings, setbacks and foundation walls – when forms and rebar are in place before concrete is poured.
- B. Rough electrical, plumbing and mechanical – after structure is closed-in (windows, roof, etc.) but before these systems are covered by insulation or drywall. (Electrical permits are issued through Labor and Industries (L&I); electrical inspections are also performed by L&I.)
- C. Framing – after framing is complete and all wiring, plumbing and ductwork is complete.
- D. Energy Code – insulation, windows, sealing, and vent fans are inspected.
- E. Sheetrock Nailing – before tape and texture.
- F. Fire Systems - Tests
- G. Final – after all work is finished before the dwelling is occupied. This inspection includes decks, steps, attic insulation, appliances, posting of address and the like.

If any inspection cannot be approved, a written Correction Notice will be left by the inspector. After any required corrections are made, you must call and schedule a re-inspection.

How do I schedule an inspection?

Call the Yelm Building Department at 360-458-8407 to schedule an inspection with Gary Carlson, the City of Yelm's Building Official. (24-hour notice required)

FEES

The following permit fees, if applicable, are due at the time of permit issuance:

- Sewer permit**
- Plan Review fee**
- Building permit**
- Plumbing permit**
- Mechanical permit**
- Sewer hook-up**
- Water meter**
- Water hook-up**
- Traffic Facilitation Charge**
- Open Space**
- Proof of payment of School Mitigation**

CITY OF YELM

REQUIREMENTS FOR COMMERCIAL PLANS SUBMITTAL

Cover Sheet Must Include the Following:

Address of Building
Owner of Building and Phone Number
Architect and Phone Number
Contractor and Phone Number
Building Use
Legal Description
Zone
Code (Seismic, Wind, Snow, Live Load and Dead Load)
Occupancy Group
Construction Type
Building Area

Plans Must Also Include the Following:

Five (5) Full Sets of 24" x 36" Plans – one of these may be a 1/2-scale set – which include

Prints must be drawn and stamped by an Engineer or Architect*

Foundation plan and details

Structural plan and details

Area separation walls/Rated corridor details

Elevations

Number of stories

Building height

Roof drainage

Mechanical drawings

Electrical drawings

Plumbing drawings

Exits

Fire alarm or sprinkler systems, if required

NRED (Non Residential Energy Code)

Two (2) Sets of Specifications

Structural Calculations, if Separate.

CD of one (1) of all of the above (pdf or tif format)

* With the approval of the Building Official, small non-structural projects need not have a stamp.