



BUILDING AND FIRE SAFETY SERVICES

NEW COMMERCIAL CONSTRUCTION BUILDING PERMIT APPLICATION CHECKLIST

The following is a list of minimum requirements for submittal of a complete building permit application for new commercial construction. These are the minimum requirements and other documents and/or applications may be required after review of the submittals.

- ☐ Complete Construction Application
- ☐ Complete building plans, engineering specs, and site plan
 - Separate application and fees for the review of civil drawings must be submitted to the Public Works Department
- ☐ Critical Areas *i.e.: wetland reports, critical areas, geo-tech report*
- ☐ Washington State energy code compliance forms:
 - Building envelope
 - Lighting summary
 - Mechanical summary

Forms found online at: <http://www.neec.net/energy-codes>
Directions for forms: Filled out online, printed and submitted with the application
- ☐ Plumbing application – *Found on construction application*
(if deferred – use “deferred submittal agreement” form)
- ☐ Mechanical application – *Found on construction application*
(if deferred – use “deferred submittal agreement” form)
- ☐ Special Inspection and Testing Agreement
- ☐ Fire flow and hydrant location information



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

ELECTRONIC PLAN SUBMITTAL

APPLICANT DIRECTIONS FOR ONLINE PLAN REVIEW

The City of Gig Harbor is pleased to offer electronic online plan review

PRIOR TO SUBMITTING YOUR PLANS AND RELATED MATERIALS TO THE CITY YOU MUST:

Complete a Construction Permit Application for building, plumbing, mechanical or the appropriate fire permit application found at: <http://www.cityofgigharbor.net/212/Building-Permits-Forms-Fees>

SUBMIT THE APPLICATION TO GIG HARBOR BUILDING & FIRE SERVICES

Submit the application via email to: buildingintake@gigharborwa.gov

FOLLOWING APPLICATION SUBMITTAL

You will be contacted and given a permit number, fee invoice, fee payment options and instructions for uploading plans.

PAYMENT OPTIONS:

- By mail: 3510 Grandview Street, Gig Harbor, WA 98335
- Via phone to your contact: Visa/MasterCard (2% *transaction fee*)
- In person to the City of Gig Harbor cashier: Visa/MasterCard (2% *transaction fee*), Cash or Check
- Online via the City website: Visa/Mastercard (2% *transaction fee*)

For online payment, you will need to create an account on the City permit portal:

<https://ci-gigharbor-wa.smartgovcommunity.com/Public/Home>

UPLOADING PLANS TO BOX

You will be given an email address that is specific to your plan file, you will use this address to submit (upload) your plans and all related materials. Please be sure the files are standard PDF, flattened and unlocked so that approval stamps and redlines can be applied.

AFTER PLANS ARE REVIEWED

City staff will send reviewed files to you via email with notations on any corrections or additional information needed. Once all matters have been addressed by the applicant, reviewed and approved by City staff; you will be issued approved plans, inspection card(s) and permit(s) in PDF format. Documents will be sent via email. The applicant is responsible for printing out and having all documents available on site for inspections.

Please Note: Any remaining fees must be paid prior to issuance of permit(s)



BUILDING AND FIRE SAFETY SERVICES

BD: _____
PP: _____
MP: _____

CONSTRUCTION APPLICATION

Project Address:				Parcel Number:			
Applicant:			Phone:		Email:		
Applicant Address:				City/State/Zip:			
Contact Name:			Phone:		Email:		
Property Owner:				Phone:			
Owner Address:				City/State/Zip:			
Contractor:			Phone:		Email:		
Contractor Address:				City/State/Zip:			
Contractor License Number:				Expiration Date:			
Architect:			Phone:		Email:		
Architects Address:				City/State/Zip:			
Engineer:			Phone:		Email:		
Engineers Address:				City/State/Zip:			
Loan Lender:				Phone:			
Water Purveyor:				Phone:			
Describe the Work:							
Use of Structure:				Occupant Load:			

BUILDING PERMIT				PLUMBING PERMIT		
SQ. FT	OCC.	CONSTRUCTION TYPE	VALUATION			
				TOTAL TRAPS		
				WATER HEATERS		
				WATER PIPING		
				RPBA/DOUBLE CHECKS		
				PLAN CHECK		
				TOTAL PLUMBING FEE		
SHADED AREAS FOR CITY USE				MECHANICAL PERMIT		
				HEATING		
				VAV		
				DIFFUSERS/GRILLS		
				VENTILATION		
				GAS PIPING		
				FIREPLACE		
				PLAN CHECK		
				TOTAL MECHANICAL FEE		

FEES	
TOTAL VALUATION (BY APPLICANT)	
WASH. STATE FEES (BCC)	
BASIC FEE	
PLAN REVIEW FEE	
PENALTY	
TOTAL BUILDING PERMIT FEE	

I certify that I have read this application and state that the above information is correct. I agree to comply with all the City ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Gig Harbor to enter upon the above-mentioned property for inspection purposes. I also agree to save, indemnify, and keep harmless the City of Gig Harbor, against all liabilities, judgments, costs, and expenses which may in any way accrue against said City in consequence of the granting of this permit.

Applicant Name (Print)	Applicant Signature	Date
Gig Harbor City Official	Date	

3510 Grandview Street | Gig Harbor, WA 98335 | Phone (253) 851-6170 | www.gigharborwa.gov

The City of Gig Harbor is pleased to offer electronic plan review.
Please submit completed application to buildingintake@gigharborwa.gov

Revised 11/2024



BUILDING AND FIRE SAFETY SERVICES

BUILDING AND FIRE SAFETY DIVISION COMPLETE APPLICATION CHECKLIST

Washington State Law and the Gig Harbor Municipal Code (GHMC) provide for timelines and schedules for processing development permits, including building permit applications. Before an application can be determined as complete for the purposes of vesting, the application must include specific information as required by law. To assist customers in determining whether their application for a building permit contains sufficient information for finding of completeness the following checklist has been developed.

To expedite a finding of completeness, all building permit applicants are encouraged to provide all the following required information at the time of application:

- The legal description and tax parcel number(s) and the street address of the property
- The property owners name, address and phone number
- A description of the work to be covered by the permit for which application is made
- The proposed use and occupancy for which the proposed work is intended
- The valuation of the proposed work
- Evidence of potable water and sewer/septic connection
- All materials and information required by IBC Section 107

For all projects with a valuation in excess of five thousand dollars, the following additional information shall be required in accordance with RCW 19.27.095:

- The prime contractor's business name, address, phone number, current state contractor registration number; and either:
 - The name, address and phone number of the office of the lender administering the interim construction financing, if any, or
 - 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 percent of the total amount of the construction project.
- A SEPA checklist, and any other information required to demonstrate compliance with the State Environmental Policy Act as adopted by the City under GHMC Title 18

Failure to provide all the required information will result in an incomplete finding for the application and may result in failure to vest on the application date as well as delays in application processing and review.

THIS SECTION – FOR CITY USE ONLY

Applicant Name

Permit Number

Project Address

Application Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	By:
Application Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	By:
Application Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	By:



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

CONCURRENT/DELAYED REVIEW AGREEMENT

Permit Number:		Date:	
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Background:

The City of Gig Harbor regulates development through adopted building and construction codes and also land use and zoning regulations. Development projects often require both building permits and land use permits (e.g. site plan review, design review, variances, conditional use permits). Individuals submitting building permit applications for projects requiring one or more land use permits may choose to have building permits processed concurrently while other required land use permits are being processed. The advantage of concurrent review is that the building permit is often ready for issuance as soon as the land use permits have been processed, provided the submitted plans fully conform to both building and land use regulations. However, applicants requesting concurrent review run the risk of having to submit revised building plans – and therefore paying additional plan check, and possibly design professional fees – if their originally submitted plans do not comply with all development regulations. A delayed review provides the opportunity to submit revised building plans before all plan-checking fees have been expended on any non-compliant plans. Applicants may choose either concurrent review or delayed review upon execution of this agreement and compliance with the requirements referenced below:

Concurrent/Delayed Review Requirements:

Concurrent/delayed review will be provided at the applicants' request upon completion of the following:

1. A completed Statement of Agreement* below, bearing the applicants signature must be submitted with a complete building permit application to the Community Development Department.
2. For delayed review, complete applications for all applicable land use approvals must be submitted to the Community Development Department prior to requesting delayed review under this option.

**If a signed Statement of Agreement has not been submitted with a building permit application, plan check may begin any time after submittal of a complete building permit application.*

Statement of Agreement:

I, the undersigned applicant for a building permit in the City of Gig Harbor, have read and understand my options for concurrent/delayed review of my building permit submittals. I wish to request that my building permit plan review be: (choose 1)

☐ Conducted concurrently with the review(s) required for compliance with other sections of the GHMC.

☐ Be delayed until all other reviews have been completed.

I understand that concurrent review **may** result in additional design, engineering and plan review fees required due to changes in the building design or submittal documents. I further understand that if I choose to delay my building plan review until after resolution of any land use issues, the issuance of my building permit may be delayed.

Applicant Name (Print)

Applicant Signature

Date



BUILDING AND FIRE SAFETY SERVICES

DEFERRED SUBMITTAL AGREEMENT

Project Name:

Permit Number:

Date:

Project Address:

Gig Harbor Municipal Code (GHMC) Title 15.06 states that a complete building permit application must be accompanied by plans, diagrams, computations, specifications and other data as required by the building official. In general, all submittal documents must be complete and construction ready at the time of permit application. The City recognizes however, that bidder design of systems is a common practice in the construction industry and that plans and specifications for mechanical, plumbing, fire protection, and similar systems may not be available at the time of building permit application. In these instances, the building official **may** approve deferred submittal of particular items not available at the time of permit application.

With this agreement the undersigned applicant requests deferred submittal status for the following submittal documents and agrees to provide said documents in accordance with the schedule contained herein. Deferred submittal items must be accompanied by a letter from the design professional in responsible charge stating that the deferred submittal items are in general conformance with the building design. Deferred submittal items must be listed on the plans by the design professional in responsible charge.

DEFERRED SUBMITTAL STATUS IS REQUESTED FOR: (check all that apply)

<input type="checkbox"/>	Plumbing system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Mechanical system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Fire alarm system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Fire sprinkler system plans, specifications and calculations	Intended submittal date:	
<input type="checkbox"/>	Commercial cooking ventilation systems	Intended submittal date:	
<input type="checkbox"/>	Comm. cooking fire suppression system plans, specs. and calcs.	Intended submittal date:	
<input type="checkbox"/>	Hazardous materials inventories / MSDS	Intended submittal date:	
<input type="checkbox"/>	Other (specify)	Intended submittal date:	

ACKNOWLEDGEMENTS

I have read and agree to the terms and conditions of this agreement. I understand that no work for which deferred submittal status has been requested may begin prior to approval of the deferred submittals by the building official.

Applicant

By

Date

Approved by the City of Gig Harbor, Development Services

By

Date

SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name:	Permit Number:	Date:
Project Address:		
Special Inspector/Agency:		Phone:

In addition to the regular inspections required by GHMC Title 15.06, the owner or design professional in responsible charge, acting as the owner's agent, shall employ one or more special inspectors who shall provide inspections during construction on the types of work listed herein. For exceptions and detailed information refer to the Building Code chapter on Structural Tests and Inspections and the referenced recognized standards.

- ☐ **Concrete:** During the taking of test specimens and placing of reinforced concrete: Ref.: ASTM C 94, ACI 318
 - Plant Inspection – ACI 318
 - Comp. Test Specimens – ASTM C31
 - Comp. Tests – ASTM C39
 - Sampling Fresh Concrete – ASTM C172
 - Yield, Wt. Per Cu. Ft. – ASTM C138
 - Air Content – ASTM C138; C173 or C231
 - Slump – ASTM C143
 - Temperature – ASTM C1064
- ☐ **Bolts Installed in Concrete:** Prior to and during the placement of concrete around bolts when allowable stress increases are utilized.
- ☐ **Special Moment-Resisting Concrete Frame:** For moment frames resisting design seismic loads in structures, the special inspector shall provide reports to the responsible structural designer and shall provide continuous inspection of the placement of the reinforcement and concrete.
- ☐ **Reinforcing Steel and Prestressing Steel Tendons:** Ref.: ACI 318. During all stressing and grouting of tendons in prestressed concrete. During placing of reinforcing steel and prestressing tendons for all concrete required to have special inspection by Item 1.
- ☐ **Structural Welding:** During the welding of any member or connection that is designed to resist loads and forces required by code. Ref.: AWS D1, ASTM A6 or A568.
 - **Special Moment-Resisting Steel Frames:** During the welding of special moment-resisting steel frames including nondestructive testing as required elsewhere in the building code. Ref.: AWS D1.1, D1.3.
 - **Welding of Reinforcing Steel:** During the welding of reinforcing steel. Ref.: AWS D1.4, ACI 318.
- ☐ **High Strength Bolting:** The inspection of high-strength A-325 and A-490 bolts shall be in accordance with recognized standards and specification for structural joints using ASTM A325 or A490 bolts-load and resistance factor design, research council of structural connections, section 1701.5, item 6. Ref.: AISC ASD Sec. A3.4, AISC LRFD Sec. A3.3, AISC LRFD Sec. M2.5.
- ☐ **Structural Masonry:** For masonry other than fully grouted and open-end hollow unit masonry, during preparation and taking of required prisms or test specimens, placing of all masonry units, placement of reinforcement, inspection of grout space, immediately prior to closing of cleanouts, and during all grouting operations. ACI 530, ASCE 5, ASCE 6, TMS 402, TMS 602.
- ☐ **Reinforced Gypsum Concrete:** When cast-in-place class B gypsum concrete is being mixed and placed.
- ☐ **Insulating Concrete Fill:** During the application of insulating concrete fill when used as part of a structural system.
- ☐ **Spray-Applied Fire-Resistive Materials:** As required by building code Chapter 17 and the standards referenced therein. Ref.: ASTM E605.
- ☐ **Pilings, Drilled Piers and Caissons:** During driving, and testing of piles and construction of cast-in-place drilled piles or caissons. See items 1 and 4 for concrete and reinforcing steel inspection.

- ☐ **Shotcrete:** During the taking of test specimens and placing of all shotcrete and as required by Chapter 19 of the Building Code. ACI 318.
- ☐ **Smoke Control Systems:** During erection of ductwork and prior to concealment for the purposes of leakage testing and recording of device location.

Prior to occupancy and after sufficient completion for the purposes of pressure difference testing, flow measurements, and detection and control verification.

- ☐ **Structural Epoxies:** During the placement of structural epoxies used to resist structural loads and forces required by the Building Code, or as required by the Building Official.

- ☐ **Structural Wood:**
 - Shear nailing inspection
 - Prefabricated and/or field fabricated assembly inspection
 - Component testing and sampling

- ☐ **Exterior Insulation and Finish Systems (EIFS):** During the application of all EIFS systems.

- ☐ **Special Cases:** Work that, in the opinion of the building official involves unusual hazards or conditions.
(Attach additional sheet as needed).

- ☐ **Structural Observation Required:** Structural observation shall be required when one of the following conditions exists:
 - The structure is defined as Occupancy Category I, II or III
 - The structure is required to comply with the high-rise requirements of the building code
 - When so designated by the design professional in responsible charge
 - When observation is specifically required by the building official for unusual lateral force resisting structures or irregular structures as defined in the Building Code.



BUILDING & FIRE SAFETY SERVICES

DATE RECEIVED: _____

RECEIPT NO.: _____

RECEIVED BY: _____

PERMIT #: _____

FIRE FLOW APPLICATION

Project Name:					
Request Date:					
Contact Person:					
Project Address:					
City:		State:		Zip:	
Phone Number:				Cell:	
Water Purveyor:				Phone:	

FOR CITY USE ONLY

Date Scheduled:		Time Scheduled:	
Hydrant Number:			
As-Built Plans:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Received By:			
Comments:			

BUILDING AND FIRE SAFETY SERVICES

BUILDING PERMIT FEES

Building Permit Fees: The Fee for each permit shall be as set forth in Table 1-1 of Resolution 1321. The determination of value or valuation under any of the provisions of this code shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

TABLE 1-1 – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$34.00
\$501.00 to \$2,000.00	\$34.00 for the first \$500.00 plus \$5.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to 25,000.00	\$96.00 for the first \$2,000.00 plus \$21.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$535.00 for the first \$25,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and include \$50,000.00
\$50,001.00 to \$100,000.00	\$880.00 for the first \$50,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,00.00
\$100,001.00 to \$500,00.00	\$1358.00 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000	\$4420.00 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7666.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof
Demolition Permit	\$170.00
Residential Reroof, SFR or Duplex	\$170.00

Plan Review Fees: A plan review fee shall be paid at the time of submitting the application documents for plan review. Said plan review fee shall be **65 percent** of the building permit fee as shown in Table 1-1 of Resolution 1321.

BUILDING AND FIRE SAFETY SERVICES

PLUMBING PERMIT FEES

The fee for each permit shall be as set forth in the current fee resolution tables 1-3.

PLUMBING PERMIT FEES TABLE 1-3	
For issuing each permit	\$34.00
Unit Fee Schedule (in addition to items 1 above)	
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$12.00
For each building sewer and each trailer park sewer	\$25.00
Rainwater Systems – per drain (inside building)	\$12.00
For each private sewage disposal system	\$66.00
For each water heater and/or vent	\$12.00
For each gas-piping system of one to five outlets	\$10.00
For each additional gas-piping system outlet (per outlet)	\$4.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$25.00
For each installation, alteration, or repair for water piping and/or water treating equipment, each	\$12.00
For each repair or alteration of drainage or vent piping, each fixture	\$12.00
For each private landscape irrigation system on any one meter including backflow protection devices therefore	\$12.00
For each atmospheric-type vacuum breakers not included in above item	\$3.00
For each backflow protective device other than atmospheric-type vacuum breakers	\$24.00
For each gray water system	\$66.00
For initial installation and testing for a reclaimed water system (excluding initial test)	\$50.00
For each medical gas piping system service one to five inlet(s)/outlet(s) for a specific gas	\$83.00
For each additional medical gas inlet(s)/outlet(s)	\$10.00

PLAN REVIEW FEE

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all plumbing permits.

EXCEPTION

No plan review fee will be charged for plumbing permits related to residential construction regulated under the International Residential Code.



BUILDING AND FIRE SAFETY SERVICES

MECHANICAL PERMIT FEES

The fee for each permit shall be as set forth in the current fee resolution tables 1-4.

MECHANICAL & FUEL GAS PERMIT FEES TABLE 1-4	
For issuing each permit	\$40.00
Unit Fee Schedule (in addition to issuance fee above)	
HVAC units including furnace, RTU, heat pump & split	\$26.00
Each appliance vent or diffuser or return without appliance	\$13.00
Repair of each appliance & refrigeration unit	\$24.00
Each boiler / compressor	\$26.00
Each air handler	\$20.00
Each VAV box	\$20.00
Each evaporative cooler other than portable type	\$20.00
Each ventilation fan connected to a single duct	\$13.00
Each ventilation system not part of a system under permit	\$20.00
Each commercial hood served by mech. Exhaust system including the ductwork	\$85.00
Each piece of equipment regulated by the mechanical code but not listed in this table (fireplace inserts)	\$20.00
Each fuel gas piping system of one to five outlets	\$10.00
Each additional fuel gas outlet	\$4.00
Propane tank installation	\$80.00

PLAN REVIEW FEE

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all mechanical permits

EXCEPTION

No plan review fee will be charged for mechanical permits related to residential construction regulated under the International Residential Code.



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

FIRE LANES

Fire Lanes

Rapid fire department access to buildings is critical to the safe and effective provision of emergency services. For this reason, the International Fire Code as referenced in the Gig Harbor Municipal Code requires that buildings and structures be provided with clear, identified fire department access roads, or "Fire Lanes".

Where Required

Fire lanes must be provided whenever any point of the first floor of a building or structure is located further than 150 feet from fire department vehicle access as measured by an approved route around the perimeter of the building. More than one fire lane may be required when access by a single road might be impaired by congestion, terrain, climatic condition or other factor that could limit access.

Clear Width

The required clear width of the drivable surface of fire lanes is 20 feet. In order to assure unobstructed access, roadways less than 32 feet are required to be marked and signed on one side and roadways less than 26 feet shall be marked and signed on both sides.

Drivable Surface

The drivable surface of fire lanes must, at a minimum, be designed to support the weight of a fire truck. In the City of Gig Harbor, that weight is 70,000# gross axle weight. The surface must be passable in all weather conditions (i.e. paved or gravel). Where impervious surface or other restrictions apply, alternate surfaces such as "grasscrete" or similar treatments may be considered by the Fire Marshal on a case-by-case basis. All alternate surfaces must have prior approval by the Fire Marshal. The Operations and Engineering Division of the City's Community Development Department may have additional roadway design requirements. For more information contact them at 253.858.6170.

Fire Lane Identification

Because fire lanes must be kept clear at all times, their location must be clearly identified. The City of Gig Harbor requires that fire lanes be identified with a combination of curb or roadway edge painting and signage. Alternate methods may be approved when in the opinion of the Fire Marshal the proposed method of identification ensures against obstruction. The Fire Marshal retains the right to revoke approval of alternate methods where obstruction becomes a problem.

Fire Lane Painting

When standing curbs are installed along fire lanes, both the vertical and horizontal planes of the curb must be painted red for the entire length of the fire lane. The words "NO PARKING – FIRE LANE" must be stenciled in white on the vertical surface in at least 3-inch tall letters, at no more than 30-foot intervals.

Where the roadway has rolled curbs or no curbs, painting and stenciling must be on the pavement surface. 10-inch white lettering reading "NO PARKING – FIRE LANE" must be placed against a red background with spacing of not more than 60 feet. Again, the painting must be continuous for the entire length of the fire lane.

Fire Lane Signs

Fire lane signs must comply with the specifications of the *Manual of Uniform Traffic Control Devices*. In general, fire lane signs must be no less than 12" wide by 18" high. They must have a reflectorized background with red lettering reading "NO PARKING – FIRE LANE". Each sign must include a directional arrow indicating the direction of the fire lane in relation to the sign.

Signs must be spaced at no more than 120 feet apart and must be mounted 7 feet above the driving surface when on public rights of way, 5 to 7 feet on private development, and be situated parallel to the roadway. Additional signs are required when curves, hills, corners or other conditions obstruct the line of sight. Signs must not be obstructed by landscaping or by other means.

Security Gates

The International Fire Code requires that fire lanes must be kept unobstructed at all times. However, it is recognized that often site security requires that gates be provided to control public access to a site. Security gates may be installed only with prior written approval of the Fire Marshal.



Where a gate is used to control access to a primary fire lane, the gate must be automatic and must be provided with an Opticom controller and default to open in the event of a power outage.

Gates must be substantially built and either swinging or vertically lifting with a counter balance. The Fire Marshal may approve other gates however, unshielded chains and cables pose a risk of injury and will not be approved. Gates must be of a color approved by the Fire Marshal and must be provided with reflective markers.

Gates installed on fire lanes providing secondary access must be provided with a Knox lock or Knox box containing a key, combination or access code for unlocking the gate.

Maintenance

Painting and signs must be installed and maintained at the expense of the property owners abutting required access easements or the property owner(s) upon whose property the painting and signs are installed.

Need More Information?

For more information on fire lane requirements contact the City of Gig Harbor, Community Development Department at 253.851.6170.



BUILDING AND FIRE SAFETY SERVICES

FIRE SYSTEM PERMIT FEES

The fee for each permit shall be as set forth in the current fee resolution tables 1-5.
Fees include plan review testing and inspection.

FIRE ALARM SYSTEMS	
New Commercial/Multi Family (First 4 zones)	\$472.00 plus \$2.00 per device
Tenant Improvement	\$354.00 plus \$2.00 per device
Residential (1-2 family dwellings)	\$190.00 plus \$2.00 per device
Sprinkler supervision/notification only	\$201.00 plus \$2.00 per device
Relocation or addition of up to 5 devices	\$85.00 plus \$2.00 per device
System upgrade/panel replacement	One half of the above fees for new work
AES Radio retrofit	\$120.00

FIRE SPRINKLER SYSTEMS	
NFPA 13, 13R Systems	
Each new riser up to 99 heads	\$250.00 plus \$4.00 per head
Each wet riser over 99 heads	\$578.00
Each dry riser over 99 heads	\$718.00
Each new deluge or pre-action system	\$718.00
Each new combination sprinkler/standpipe system including a single riser	\$931.00
Sprinkler underground	\$270.00
Revision to existing system	\$85.00 plus \$3.00 per head
High piled stock or rack system, add to riser fee	\$371.00
NFPA 13D Systems	
Per dwelling unit fee	\$298.00

STANDPIPE SYSTEMS	
Each new Class 1 system	
Dry System	\$286.00
Wet System	\$409.00
Each new Class 2 system	
	\$495.00
Each new Class 3 system	
	\$495.00

FIRE PUMPS		TYPE 1 HOOD SUPPRESSION SYSTEM		FIXED PIPE FIRE SUPPRESSION	
Fire pump	\$898.00	Pre-engineered	\$234.00	Pre-engineered	\$248.00
		Custom Engineered	\$409.00	Custom engineered	\$569.00

**OFFICE USE ONLY**

CASE NO.: _____
DATE RECEIVED: _____
BY: _____

SIGN PERMIT APPLICATION | [GHMC 17.80](#)

Name of Business:	
Applicant:	
Address:	City/State/Zip:
Phone:	Email:
Property Owner:	
Address:	City/State/Zip:
Phone:	Email:

I (we) do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owner or owners under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Applicant Signature**Date****Property Owner Signature****Date**

PROPERTY LOCATION	
Property Address:	
Sign District GHMC 17.80.080:	Zoning Designation:
SIGN MANUFACTURER OR CONTRACTOR	
Company Name:	Representative:
Street Address:	City/State/Zip:
Phone:	Email:
SITE INFORMATION	
Is the building occupied by more than one tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is signage regulated by a master sign plan? GHMC 17.80.070 <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total area of the wall plane on which signage is proposed to be placed? _____ Please indicate the total square footage* of any existing signage on the wall plane proposed as follows: Wall Signs: _____ Window Signs: _____ Projecting Signs: _____ <i>(signs perpendicular to or projecting more than one foot from the wall)</i> Are there any existing monument or free-standing signs on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the sign be visible from SR-16? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*Square footage is determined by calculating the area of the smallest parallelogram (rectangle, square, etc.), circle or triangle that the full text of the sign will fit within, including spaces between lines, letters and words.

PROPOSED SIGN DESCRIPTION

Type of Sign: (check all that apply)

- ☐ New Sign ☐ Reface/Modification of Existing Sign ☐ Wall Sign ☐ Projecting Sign ☐ Freestanding Sign
☐ Window Sign ☐ Internal Illumination ☐ External Illumination ☐ No Illumination

Area of Sign: (list each proposed sign separately)

_____ X _____ = _____
height width area

_____ X _____ = _____
height width area

_____ X _____ = _____
height width area

_____ X _____ = _____
height width area

_____ X _____ = _____
height width area

_____ X _____ = _____
height width area

For monument sign proposals:

Height of sign above ground level: _____ feet _____ inches

For projecting sign proposals:

Clearance below sign*: _____ feet _____ inches

*All projecting signs must maintain a clearance of eight feet above sidewalks and walkways, and fifteen feet above vehicular ways.

APPLICATION CHECKLIST

The completed sign application **must** be accompanied by the following information. Please check the appropriate box to verify that the information as described is attached:

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing the location of the affected lot, buildings, and signs, showing both existing and proposed signs. If a monument or free-standing sign include a site distance triangle.
<input type="checkbox"/>	<input type="checkbox"/>	Scale drawing of the proposed sign or sign revision , including size, height, copy, material specifications, color, method of attachment, illumination, and other technical details as may be required by the Planning and Building Departments.
<input type="checkbox"/>	<input type="checkbox"/>	Scale drawing of the wall plane proposed for signage (not required for proposals which do not include wall mounted signs).
<input type="checkbox"/>	<input type="checkbox"/>	Written consent from the owner of the building, structure or property on which the sign is to be located.
<input type="checkbox"/>	<input type="checkbox"/>	The appropriate sign permit fees .
<input type="checkbox"/>	<input type="checkbox"/>	Completed Building permit application and fees (if applicable).

Planning Division | 3510 Grandview Street | Gig Harbor, WA 98335 | 253.851.6170 | gigharborwa.gov

The City of Gig Harbor is pleased to offer electronic plan review.

Please submit completed [Intake Request](#) form to planningintake@gigharborwa.gov

7/22/2024



Planning Department
CLIENT ASSISTANCE MEMO

How to write a Master Sign Plan for Any Great Building

Building Location: XXXX Main St, Gig Harbor

Property Owner: Name
Full Address

Types of Signs to be permitted:

If one sign type is to be allowed then simply select the sign type you wish to allow on the building. This is the simplest route to go. The list of sign types is found in 17.80.070 (A) GHMC.

If you wish to allow for more than one sign type you may specify up to two sign types and a combination sign. If you wish to do this, you will need to make some additional decisions. First you will have to select two design elements that the signs will have in common. You may choose from common colors (text or background), common lettering style, common size, and common materials. Next, you will have to specify which type of sign is allowed on each wall plane that signage is permitted on. If you choose to allow combination signs you will have to designate what sort of combination sign is being permitted and where. Please be aware that only one combination sign may be permitted on a building when other sign types are being used.

Allocation of Signage:

Wall signage is generally limited to 3% of the wall plane on which the sign is mounted. There is a provision for increasing this limit up to 8% or 10% depending on which sign area in which you are located. To qualify for the increased signage the wall plane to which the sign is attached must meet all solid/void ratio requirements of the Design Manual **and** all on site landscaping yards on the side of the building that the sign faces conform to all landscaping requirements of the Design Manual and Chapter 17.78 Gig Harbor Municipal Code (reference 17.80.090(B)(1)GHMC)

As the owner of a multi-tenant building you must determine how the signage is to be allocated between tenants. Please show your calculations on total wall plane area, maximum signage and how it is to be distributed between tenants. It is important that you specify where each tenant signage is to be placed as well. You may either submit building elevations with sign locations marked or written description of each tenant's sign location.

Sign Structure Color Requirement:

Regardless of whether one sign type or three sign types are specified, all sign cabinets trim caps, returns, and all sign supports such as poles and braces shall be of a common color.

General Notes:

- All signs must conform to the requirements of the City of Gig Harbor Municipal Code 17.80 "Sign Code".
- Signs require individual permits - the master signs plan only creates a framework within which individual signs will be reviewed
- Tenant may only install signage upon receipt of written approval from the owner and city

Building Owner Signature

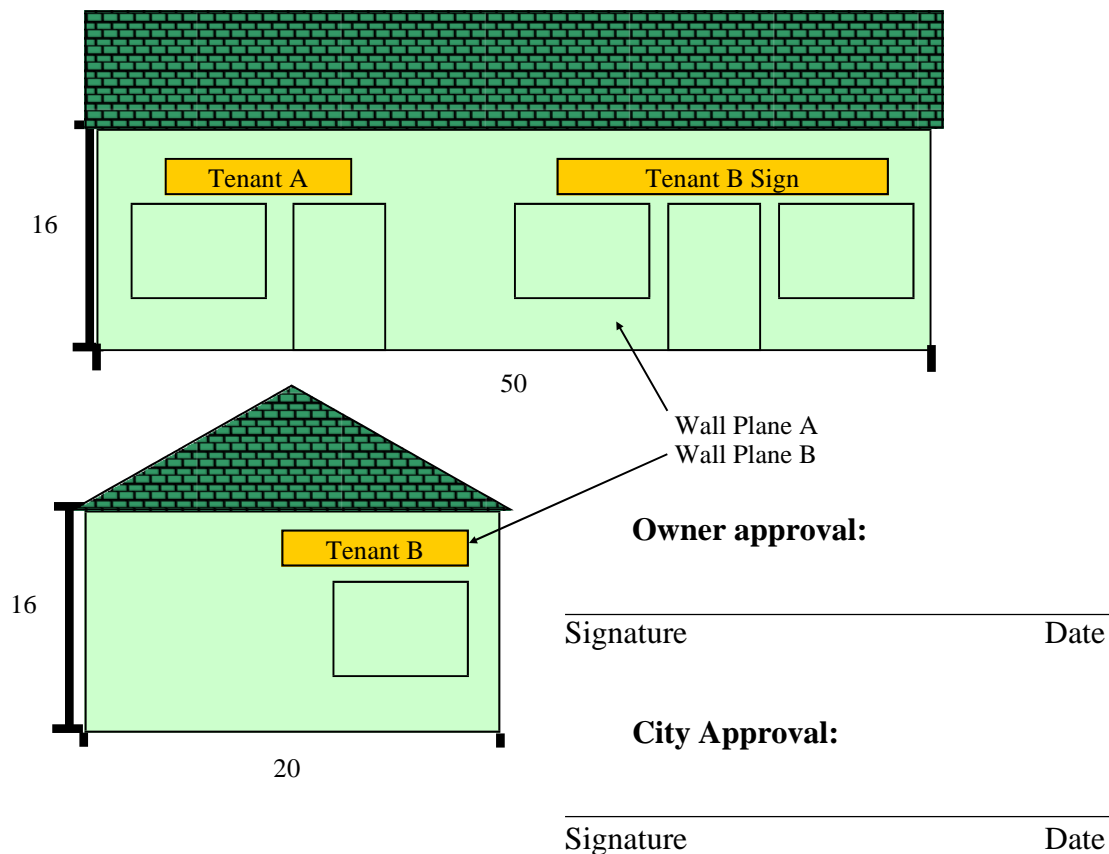
Date

(Sample of a)

5555 Any Street

Gig Harbor

Maximum Sign Area Calculation						
Wall Plane	Height of Wall Plane	Width of wall plane	Total Area of Wall Plane	Wall Sign Allowance	Maximum Allowable Signage	Allocation
A	16	50	800	3.00%	24	30% Tenant A 70% Tenant B
B	16	20	320	3.00%	9.6	100% Tenant B
All signs shall be sandblasted or carved wooden signs.						
All sign cabinets, trim caps, returns and supports shall be black						
All signs must conform to the requirements of the Gig Harbor Municipal Code 17.80 Sign Code.						
Tenants may only install signage upon receipt of written approval from the owner and the City.						





3510 GRANDVIEW STREET
GIG HARBOR, WASHINGTON 98335
PHONE: (253) 851-6170
www.gigharborwa.gov

Office Use Only

S/B Acct # _____
S/B Lot # _____
Seq # _____
Ref # _____

UTILITIES SERVICE APPLICATION

Application No. _____ Parcel No. _____ Date _____

Applicant _____ Phone # _____

Mailing Address _____

STORM WATER GENERAL FACILITY CHARGE & CALCULATION:

Impervious Area (sf)	Calculation 4,400 sf = 1 unit	Units
General Facility Charge: \$1,770.00 per unit		Total Fees
*All detached single-family residences and mobile homes = 1 unit		\$

Service ADDRESS OR LOCATION: _____

Subdivision _____ Lot No. _____

Date of Hook-Up _____ Meter No. _____ Size _____

Meter Location _____

WATER SERVICE GENERAL FACILITY CHARGE & METER INSTALLATION CHARGES:

Meter Size	Capacity Factor(s)	General Facility Charge (Inside City Limits)	General Facility Charge (Outside City Limits)	Meter Charge	Total Fees
3/4"	1.00	\$ 7,300.00	\$ 10,950.00	\$ 486.00	\$
1"	1.67	\$ 12,191.00	\$ 18,286.50	\$ 567.00	\$
1-1/2"	3.33	\$ 24,309.00	\$ 36,463.50	\$1,130.00	\$
2"	5.33	\$ 38,909.00	\$ 58,363.50	\$1,800.00	\$
Over 2"	(per AWWA formula)	\$ (per City formula)	\$ (per City formula)	\$ (TBD)	\$

IMPACT & WATER LATECOMER FEES:

Park Impact Fees	Residential @ \$1,500.00	\$
Transportation Impact Fees	Residential @ \$6449.00 Commercial/Multi @ \$6861.00	\$
School Impact Fees	Residential @ \$4,462.00 Multi-Family Units @ \$2,354.00 per unit	\$
Water Latecomer Fees	Latecomer Fee Calculation \$ _____ Administration Fee \$ _____	\$

TOTAL STORMWATER, WATER, IMPACT & LATECOMER CHARGES: \$ _____.

BASIC SEWER SYSTEM GENERAL FACILITY CHARGE:

General Facility Charge – Inside City Limits: \$ 9,640.00	# ERU's *	Total Fee
General Facility Charge - Outside City Limits: \$ 14,460.00		\$ _____ .00

- Equivalent Residential Unit Calculation for non-residential service:

* _____ (_____ ERU's per _____) X (_____) = _____
 Class of Service Conversion rate for appropriate unit (sq. ft., seats, students, etc.) Number of units Equivalent ERU's

SPECIAL CHARGES:

Check (X)	Type of Fee	Fee
<input type="checkbox"/>	Encroachment Permit Application & Fee	\$250.00
<input type="checkbox"/>	Sewer Stub Inspection Fee	\$125.00
<input type="checkbox"/>	House Stub Inspection Fee (\$25 in city / \$37.50 out - SFR only)	
<input type="checkbox"/>	As-Built Plans Fee - (Refundable - SFR only)	\$150.00
<input type="checkbox"/>	Sewer Latecomers Fee/Administration Fee	
<input type="checkbox"/>	Water main extension, street repairs, fire hydrant installation or tap-in service	Time and materials, plus 10% administrative fee. Billed at time of installation.

Total from Side One (Water, Impact & Latecomer): _____

Sewer System Connection Fees: _____

Special Charges: _____

TOTAL _____

Application is hereby made by the undersigned property owner for the above stated utilities in the amount of: _____, at the above stated location, for the following purposes: _____, for which I agree to pay in advance the above estimated charges, the exact charges shall be paid as established by City Resolution, and will be determined at the time a water availability certificate issues and/or upon completion of installation and be payable immediately.

I further agree that all rates and charges for water, sewer, and storm water service to the above property shall be paid in accordance with the now-existing ordinances and regulations of the City, or any ordinances and regulations passed hereafter.

I understand that the City will use all reasonable effort to maintain uninterrupted service, but reserves the right to shut off the water at any time without notice for repairs, expansions, nonpayment of rates or any other reason and assumes no liability for any damage as a result or interruption of service from any cause whatsoever.

I understand that if the City issues a water availability certificate to me, such certificate shall be subject to all ordinances and regulations of the City, as they now exist or may hereafter be amended, and that such certificate expires within three (3) years from the date of issuance. If I do not pay the required fees and request an actual hook-up or connection to the above-identified individual parcel of property within this time period, a water availability certificate may be revoked.

I understand that the City shall maintain ownership in such water meters installed by the City and the City shall be responsible for providing reasonable and normal maintenance to such meters.

 Applicant's Signature

 Date

TO BE COMPLETED BY STAFF ONLY:

Receipt No.	Fees Paid	Date
Receipted By:	Building Official	



City of Gig Harbor Transportation Concurrency Management Program Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please select one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ **Total Acreage** _____

3. Parcel # _____ (Attach a Legal Description and site plan)

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Capacity Reservation Certificate does not constitute land use or development approval.

Existing

- ☐ Short Plat ☐ Commercial/Industrial ☐ Mixed use
☐ Sub-division ☐ Multi-family (3+ units) ☐ Single-Family

Proposed

- ☐ Short Plat ☐ Commercial/Industrial ☐ Mixed use
☐ Sub-division ☐ Multi-family (3+ units) ☐ Single-Family

Phasing Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

5. Number of New PM Peak hour trips _____

☐ **Proposed Site Design Information** (attach Legal Description and a site plan depicting proposed road/driveway access point(s) for the development)

6. Land Use Codes: GHMC 19.10.011

(Most recent edition of Trip Generation from the Institute of Transportation Engineers)

Upon submission and acceptance of this completed Transportation CRC application, the Director shall conduct a Traffic Model Run and issue a Traffic Report for those applications meeting the requirements of the City of Gig Harbor Municipal Code, Section 19.10.003(B)(1). In performing the concurrency evaluation for transportation facilities, the Director shall determine, based on the conclusion of the Traffic Report, whether a proposed development can be accommodated within the existing or planned capacity of City transportation facilities.

If the Director determines that the proposed development will cause the Level of Service (LOS) of a city-owned transportation facility to decline below the Standards adopted in the transportation element of the city's comprehensive plan, and improvements or strategies to accommodate the impacts of development are not planned to be made concurrent with development, a Transportation CRC and the underlying development permit, if such an application has been made, shall be denied. Upon denial, the applicant may perform one of the following:

1. Appeal the findings of the Traffic Report in accordance with GHMC 19.10.021;
2. Offer alternative data and/or perform an independent traffic impact analysis at the applicant's sole expense in

support of alternative conclusions. Any study shall be in accordance with GHMC 19.10.027;

3. Modify the development proposal to lessen the traffic impacts and/or identify voluntary transportation improvements as mitigation to be provided by the applicant at the applicant's cost and re-apply for capacity review. Re-application shall require re-payment of the Traffic Report preparation fee in accordance with GHMC 19.10.011(B); or
4. Withdraw the CRC application.

☐ **Intent of Request for Credit: GHMC 19.12.083**

- A. Credit Allowed. The Director shall reduce the calculated proportionate share for a particular development by giving credit for the benefit factors described in this section.
- B. Procedure for Obtaining Credit, Time to Request Credit. **Request for credits** against impact fees will not be considered unless the developer makes the request in writing, concurrent with submission of the application for the underlying development permit triggering the impact fee. For example, credit for impact fees relating to a preliminary plat must be submitted concurrent with submission of the application for the preliminary plat application, not the final plat or building permits for development in the plat.
- C. Benefit Factors. The Director will consider the following benefit factors when determining whether an impact fee credit is appropriate:
 1. Developer's Dedication of Land and/or Construction of System Improvements. The value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities required by the city that are identified in the capital facilities plan and that are required by the city as a condition of approving the development activity, as long as the following conditions are satisfied.
 - a. The system improvements are located on land owned by the city; and
 - b. A designated public owner is responsible for permanent, continuing maintenance and operation of the system improvements; and
 - c. The Director determines that the system improvements correspond to the type(s) of transportation system improvements that are reasonably related to the development as determined pursuant to this chapter; and
 - d. The Director determines an analysis of supply and demand data of the Six-Year Transportation Improvement Plan (TIP) that the proposed transportation system improvements better meet the city's need for transportation system improvements than would payment of funds to mitigate the transportation impacts of the development;
 - e. In the determination of credit toward the impact fee, the Director shall also consider the extent to which the proposed dedication or conveyance meets the following criteria:
 - i. The land should result in an integral element of the Gig Harbor road system;
 - ii. The land is suitable for future transportation facilities;
 - iii. The land is of appropriate size and of an acceptable configuration;
 - iv. The land has public access via a public street or an easement of an equivalent width and accessibility;
 - v. The land is located in or near areas designated by the city on land use plans for park, trail or recreational purposes;
 - vi. The land provides linkage between Gig Harbor and/or other publicly owned recreation and transportation properties;
 - vii. The land has been surveyed or adequately marked with survey monuments, or is otherwise readily distinguishable from adjacent privately-owned property;
 - viii. The land has no known physical problems associated with it, such as the presence of hazardous waste, drainage, erosion or flooding problems which the director or superintendent determines would cause inordinate demands on public resources for maintenance and operation;
 - ix. The land has no known safety hazards;
 - x. The developer is able to provide documentation, as nearly as practicable, of the land's compliance with the criteria of this subsection, and of clear title;
 - xi. The developer is able to provide and fund a long-term method, acceptable to the Director, for the management and maintenance of the land, if applicable.
- D. Requirement for System Improvement Plan. When the Director has agreed to a developer's proposal to satisfy some or all of the impact fee through the purchase, installation and/or improvement of transportation facilities, the developer shall prepare and submit a system improvement plan to the Director, for approval prior to recordation of a plat or short plat for subdivisions, and prior to issuance of a building permit for all other developments.
- E. Amount of Credit. The credit against the impact fee shall be equal to the fair market value of the purchased/dedicated property or equal to the cost of the completed system improvements. In those situations in which a developer has not yet installed or constructed system improvements and **requests a credit** for the system improvement(s), the City Engineer shall estimate the cost of the system improvements, which shall be the credit allowed to the developer in the decision on the amount of the impact fee. If a credit is granted for a system improvement that has not been constructed, the developer shall pay the full impact fee without the credit, at the time established in GHMC [19.12.110](#). After construction and/or installation of the system improvement, the developer may **request the credit** granted by the engineer under this subsection, and the city shall refund the difference of the impact fee to reflect the credit; provided, that if the city and the property owner have entered into a development agreement on or before the effective date of the ordinance codified in this section, and the agreement requires the construction of such improvements, the city may allow a credit to be subtracted from the impact fee paid at the time established in GHMC [19.12.100](#).

- F. PRDs, PUDs and Mobile Home Parks. A developer of a planned residential development, a planned unit development or a mobile home park may receive credit only for park, school and transportation facilities provided in addition to those normally required under SEPA for such developments pursuant to Chapter [18.04](#) GHMC.
- G. Credit to Apply Proportionately to Units. The amount of credit determined pursuant to this subsection shall be credited proportionately among all of the units in the development, and the impact fee for each unit for which a permit or approval is applied shall be reduced accordingly.
- H. Limits on Credit Requests. Applicants may not request that an impact fee credit be provided for a proposed development based on taxes, user fees, assessments, improvements, payments or other benefit factors applicable to property that is not included within the proposed development.
- I. Local Improvement Districts. Applicants shall receive credit against the impact fee equal to the amount of an LID assessment paid for transportation-related system improvements identified by the Director as increasing transportation system capacity.
- J. Appeals of Credits. The Director shall issue a written decision on the developer's request for a credit of the impact fee calculation, which shall explain why the credit was granted or denied. The developer may request reconsideration and appeal the impact fee amount and credit pursuant to GHMC [19.12.170](#). If the procedures in GHMC [19.12.170](#) are not timely followed to request an appeal of the credit, the Director's decision on the impact fee credit shall be final. (Ord. 1079 § 2, 2007).

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____

Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

City Road Segment: _____

Approved Reservation Capacity: _____ P.M. Peak Hour trips

City Engineer Approval: _____

Date: _____



City of Gig Harbor Water Concurrency Management Program Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please circle one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ Total Acreage _____

3. Parcel # _____ (Attach a Legal Description with this application)

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Water Capacity Reservation Certificate does not constitute land use or development approval.

Existing

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Proposed

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Project Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

Proposed Water Use (In ERU's, Including Irrigation): A preliminary water hydraulic report shall be submitted with this application in accordance with **GHMC 19.10.011**.

Single-Family: _____ (1 ERU = 200 GPD)

Commercial/ Industrial/ Other: _____

Number of meters requested: _____

Size of each meter: _____

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____ Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

Approved Reservation Capacity: _____ Water ERU's

Public Works Superintendent Approval: _____

Date: _____



City of Gig Harbor Sewer Concurrency Management Program Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please circle one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ Total Acreage _____

3. Parcel # _____ (Attach a Legal Description with this application)

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Sewer Capacity Reservation Certificate does not constitute land use or development approval.

Existing

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Proposed

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Project Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

Proposed Sewer Use (In ERU's): A preliminary sewer hydraulic report shall be submitted with this application in Accordance with GHMC 19.10.011.

Single-Family: _____ (1 ERU = 150 GPD) **Commercial/ Industrial/ Other:** _____ (see GHMC 13.32.060)

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____ Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

Approved Reservation Capacity: _____ Sewer ERU's

Wastewater Treatment Plant Supervisor Approval: _____ Date: _____