



BUILDING AND FIRE SAFETY SERVICES

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

The following is a list of minimum requirements for submittal of a complete building permit application for a Tenant Improvement. These are the minimum requirements and other documents may be required after review of the application file.

- [Complete Application Form](#)
- Set of building plans, site plan (site plans are required if increasing building footprint or changing use.)
- Washington State Energy Code Compliance Form <http://www.energy.wsu.edu/buildingefficiency/energycode.aspx>
 - Building Envelope
 - Lighting Summary
 - Mechanical Summary
- Plumbing Application (deferred?) See *worksheet below*
- Mechanical Application (deferred?) See *worksheet below*
- CRC (Concurrency Reservation Certificate)

Plumbing Information Required No. of Fixtures	Mechanical Information Requested No. of Fixtures
<ul style="list-style-type: none"><input type="checkbox"/> Wash Basins<input type="checkbox"/> Hot Water Tanks<input type="checkbox"/> Laundry Trays<input type="checkbox"/> Rain Leaders<input type="checkbox"/> Gas Piping<input type="checkbox"/> Water Closets<input type="checkbox"/> Sinks<input type="checkbox"/> Drains<input type="checkbox"/> Urinals<input type="checkbox"/> Sumps<input type="checkbox"/> Side Sewer<input type="checkbox"/> Bath Tubs<input type="checkbox"/> Dish Washing Machine<input type="checkbox"/> Laundry Washers<input type="checkbox"/> Drinking Fountains<input type="checkbox"/> Vacuum Breakers<input type="checkbox"/> Water Service Line<input type="checkbox"/> Shower Baths<input type="checkbox"/> Backflow Devices<input type="checkbox"/> Other	<ul style="list-style-type: none"><input type="checkbox"/> Wall Heaters<input type="checkbox"/> Furnace<input type="checkbox"/> Fireplaces (gas, freestanding or insert)<input type="checkbox"/> Range Hoods<input type="checkbox"/> Ventilation Fans<input type="checkbox"/> Air Conditioners<input type="checkbox"/> Ventilation Fans (bathrooms, laundry)



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.cityofgigarbor.net/212/Building-Permits-Forms-Fees>

SUBMIT THE APPLICATION TO GIG HARBOR BUILDING & FIRE SERVICES

Submit the application via email to: buildingintake@gigarborwa.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-gigarbor-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			
SQ. FT	OCC.	CONSTRUCTION TYPE	VALUATION
SHADED AREAS FOR CITY USE			
PLUMBING PERMIT			
TOTAL TRAPS			
WATER HEATERS			
WATER PIPING			
RPBA/DOUBLE CHECKS			
PLAN CHECK			
TOTAL PLUMBING FEE			
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** _____



BUILDING AND FIRE SAFETY SERVICES

'THE MARITIME CITY'

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

"THE MARITIME CITY"

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

'THE MARITIME CITY'

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.



3510 GRANDVIEW STREET
GIG HARBOR, WASHINGTON 98335
PHONE: (253) 851-6170
www.gigarborwa.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	# FRU'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 (_____ Conversion rate for appropriate unit (sq. ft., seats, students, etc.) Number of units _____) = _____ Equivalent ERU's

SPECIAL CHARGES:

Check (X)	Type of Fee	Fee
	Encroachment Permit Application & Fee	\$250.00
	Sewer Stub Inspection Fee	\$125.00
	House Stub Inspection Fee (\$25 in city / \$37.50 out - SFR only)	
	As-Built Plans Fee - (Refundable - SFR only)	\$150.00
	Sewer Latecomers Fee/Administration Fee	
	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
Received 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: _____

Date: _____

(Property Owner signature)

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: _____ **Date:** _____
(Property Owner signature)

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: _____



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 _____



Community Development Department
CLIENT ASSISTANCE MEMO

SIGN PERMITS

Applicability

The City's sign code applies to all signs to one degree or another. Whether you have in mind a permanent business sign or temporary promotion sign, there are rules, which regulate signs according to the number, size, placement, and length of time a sign may be displayed. You should become familiar with the City's sign code before installing any sign.

Information about a specific type of sign may be obtained from the Community Development Department. The Department can determine if your proposed sign is allowed or if a sign permit is required. Most permanent signs do require a sign permit and it is strongly recommended that the permit be obtained before the sign is manufactured. This will save you from the unfortunate circumstance of having purchased a costly sign that cannot be approved for installation. **WARNING:** Signs installed without required permits are subject to civil penalty charges and there may also be penalty charges applied to the permit fees.

How do I apply for a sign permit?

Applying for a sign permit is easy but it will require a little footwork on you part. While you are discussing your signage needs with the Community Development Department, you will want to pick up a sign permit application form. The form outlines information the Planning Department will require before approving a sign permit and also includes an application checklist.

In general, you should provide dimensions of the wall or storefront the sign will be mounted to. Dimensions of any existing signs you plan to retain must also be included. You must

submit a scaled and dimensioned drawing of the storefront, which shows the location of the existing and proposed signs. A drawing of the proposed sign, showing the design and text of the sign should also be included. You do not need to hire a professional designer to do this as long as you are able to draw a reasonable representation of the storefront and signs with accurate dimensions. Drawings should be on at least an 8 1/2 x 11-inch paper (paper napkin drawings are not acceptable.)

If you plan to install a free-standing ground sign, you must submit a site plan showing the location of the sign in relation to property lines, driveways, and intersections. You will also be required to submit a landscaping plan for the area around the base of the sign. The Planning Department can provide more detailed information on landscaping requirements.

Finally, you must submit the completed application form including all signatures. Because the application form is color coded for filing purposes, only the original colored form will be accepted.

Is there a fee for a sign permit?

Yes, fees will vary, depending on the type and size of the sign. Specific fee information is available at the Community Development Department.

How long does the process take?

Most of the time involved in a sign permit is your own footwork in putting together a complete application. If the application is

Community Development Department
CLIENT ASSISTANCE MEMO

complete you will find turnaround time in the Community Development dept. to be quite fast.

How long is a sign permit good for?

Once a sign permit is approved, the sign must be installed within one year from the date of approval.

My business is not visible from any public road and I would like to place a sign off of my property. Is this permissible?

With a few exceptions, off-premise signage is not allowed. However, for those businesses that have no visibility from any city street or where on premises signs cannot adequately convey the location and identity of the business to consumers, a variance may be granted. A variance from the sign code may be granted if ALL of the following criteria are met:

The granting of the variance would not be materially detrimental to the property owners in the vicinity and the variance sought is of minimum sign size, height and scope to meet the conditions and needs of the applicant; The granting of the variance would not be contrary to the objectives of this chapter;

The signage of the property in question cannot be adequately met under the literal interpretation and strict application of the chapter;

The granting of the variance is necessary because of special circumstances relating to property location, topography, shape and size; site distance and limited view to property; and or dependency of business to visual access of freeway traffic in the freeway interchange area.

All requests for sign variances are considered at a public hearing before the City Hearing Examiner. For more information, please read the assistance memo on Variances.

NOTES:



OFFICE USE ONLY

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

"THE MARITIME CITY"

SIGN PERMIT APPLICATION

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 owners or owner 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:		
City/State/Zip:		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? Yes No

If yes, is signage regulated by a master sign plan? Yes 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: _____

(signs perpendicular to or projecting more than one foot from the wall)

Are there any existing monument or free-standing signs on the premises? Yes No

Will the sign be visible from SR-16? Yes 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)

<hr/> <p>height</p>	<hr/> <p>width</p>	<hr/> <p>=</p>	<hr/> <p>area</p>	<hr/> <p>height</p>	<hr/> <p>width</p>	<hr/> <p>=</p>	<hr/> <p>area</p>
<hr/> <p>height</p>	<hr/> <p>width</p>	<hr/> <p>=</p>	<hr/> <p>area</p>	<hr/> <p>height</p>	<hr/> <p>width</p>	<hr/> <p>=</p>	<hr/> <p>area</p>
<hr/> <p>height</p>	<hr/> <p>width</p>	<hr/> <p>=</p>	<hr/> <p>area</p>	<hr/> <p>height</p>	<hr/> <p>width</p>	<hr/> <p>=</p>	<hr/> <p>area</p>

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	
		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.
		Scale drawing of the proposed sign or sign revision , including size, height, copy, material specifications, method of attachment, illumination, and other technical details as may be required by the Planning and Building Departments.
		Scale drawing of the wall plane proposed for signage (not required for proposals which do not include wall mounted signs).
		Written consent from the owner of the building, structure or property on which the sign is to be located.
		The appropriate sign permit fees .
		Completed Building permit application and fees (if applicable).

Planning Division | 3510 Grandview Street | Gig Harbor, WA 98335 | (253)851-6170 | www.gigarborwa.gov

The City of Gig Harbor is pleased to offer electronic plan review. Please submit completed intake request form to
planningintake@gigarborwa.gov