



Checklist for a Commercial Building Permit Application:

The following must be included with your application.

- Completed Application: *incomplete applications will not be accepted.*
- Permission to Enter (PTE) Form
- Lewis County Assessor's Map (current): www.lewiscountywa.gov
- Site Plan (current) must include the following:
 - Indicate North Arrow
 - Property dimensions and boundary lines
 - Proposed struture dimensions and setbacks (front, side, and rear – marked in feet)
 - Type of structure
 - Existing structure(s) with paved and graveled survaces (patios, etc.)
 - Driveway location
 - Street(s) or alley's (if applicable)
 - Major feature(s) of property (ravines, seasonal creeks, wetleands, etc.)
 - Existing well or sytem system location
- One (1) Set of Electronic Plans (complete) *OR* Two Sets of Hard Copy Plans (complete)
 - ALL plans must include an engineer's stamp.
- New Construction Utility Service Application: *hookup fees must be paid at the time permit is issued*
 - Note: **call for inspection before back-filling ditch for water and/or sewer lines is required**
- Critical Areas/Resource Lands (CARL)
- Signed & Dated* Energy Code Compliance Certification
- Cross Connection Compliance
- SEPA Checklist: *if applicable*
- A site inspection must be completed prior to the start of construction.**

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).