



## 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](http://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).

# City of Winlock



## Community Development Department Commercial Building Permit Application

PO Box 777 • 323 N.E. First Street  
Winlock, WA 98596-0777  
360.785.3811 • fax 360.785.4378  
[winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com)

*MUST BE FILLED OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL BE NOT BE ACCEPTED*

### PROPERTY INFORMATION

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT INFORMATION (if different than property owner)

Contractor  Authorized Agent

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### CONTACT (when permit is ready or if additional information required)

Owner  Contractor

Phone #: \_\_\_\_\_

### PROJECT INFORMATION

Self-Built Driver's License# \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

L&I License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

attach additional sheets if needed

Valuation/Bid Price: \$ \_\_\_\_\_ Facility Size: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_

Square Feet: Main: \_\_\_\_\_ Second: \_\_\_\_\_ Garage: \_\_\_\_\_ Decks/Porches: \_\_\_\_\_

Finished Basement: \_\_\_\_\_ Unfinished Basement: \_\_\_\_\_ Other: \_\_\_\_\_

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

Minimum Requirements	Date Req'd	Initial Rec	Additional Applications	Date Req'd	Initial Rec
Completed Application			Road Approach Permit (county roads only)		
PTE Form			Fire Permit (propane tank, firework display/stands)		
Assessor's Map			Floodplain Development Permit (Class A Flood Zone)		
Site Plan			Grading Permit (50+ cf fill/grade)		
Engineer Plans (2 complete sets)			Shoreline Permit (exemption or substantial development)		
Utility Service Application			Stormwater Permit (public works)		
Energy Code Compliance			Special Use Permit		
Cross Connection Compliance			Administrative Approval		
SEPA Checklist			Variance Permit		
Critical Areas/Resource Lands (CARL)			Other:		
Zoning:	UGA/Form 17:				
Construction Type:	Occupancy:				

SEWER	WATER	BUILDING FEES	AMOUNT
Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Building Permit	\$
Hookup Fee: \$	Hookup Fee: \$	Mechanical Permit	\$
Facility Imp Fee: \$	Facility Imp Fee: \$	Plan Review	\$
Date Issued:	Date Issued:	Plumbing Permit	\$
Permit #:	Water System ID #:	State Building Code	\$
<b>TOTAL HOOKUP FEE:</b>	<b>TOTAL HOOK UP FEE:</b>	<b>TOTAL BUILDING FEE:</b>	\$
<b>SPECIAL CONDITIONS:</b>			

NUMBER	PLUMBING PERMIT	NUMBER	MECHANICAL PERMIT	OTHER PERMIT FEES	AMOUNT
	<b>FIXTURE TYPE</b>		wood stove	SEPA & public hearing	
	water piping		heat pump _____ BTU	CARL review	
	laundry tray		Force air systems _____ BTU	fire permit	
	water closet (toilet)		air conditioning units _____ BTU	grading permit	
	clothes washer		Boiler _____ BTU	meter fee	
	bathtub		commercial range hood	water deposit	
	shower		commercial clothes dryer	flood permit (JARPA)	
	water heater		air/air heat exchanger	shoreline permit	
	floor drain		Unit Heater (suspended/floor mounted)	other permit fees	
	lavatory (washbasin)		gas piping	<b>TOTAL OTHER FEES:</b>	
	sewer		gas fireplace/stove/heater		
	dishwasher		zero clearance fireplace		
	kitchen sink & disposal		vacuum breakers		
	bar sink		Other:		
	urinal		<b>TOTAL MECHANICAL FEES:</b>		
	slop sink				
	Compliance w/UPC Code				
	<b>TOTAL PLUMBING FEE:</b>				

<b>Date Received:</b>	
<b>Received By:</b>	
<b>Date Approved:</b>	
<b>Permit #:</b>	
<b>TOTAL Fees Due:</b>	
<b>Date Paid:</b>	
<b>Rct #:</b>	

**City Official Signature:** \_\_\_\_\_

# City of Winlock



## Water & Sewer Department Commercial Utility Service Connection Application

PO Box 777 • 323 N.E. First Street  
Winlock, WA 98596-0777  
360.785.3811, ext. 202 • 360.520.5589  
[winws@cityofwinlock.com](mailto:winws@cityofwinlock.com)

SUBMIT THIS APPLICATION, CORRESPONDING PERMIT APPLICATION(S) AND HOOKUP FEE(S) BEFORE ANY WORK BEGINS ON THE PROPERTY.

### OWNER/APPLICANT INFORMATION

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY INFORMATION

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

- Meter installation request date: \_\_\_\_\_

I agree to abide by the rules and regulations contained in ordinances and contracts contained in the application per the Winlock Municipal Code. I agree to pay for the water and sewer applied for at the rate and in the manner specified in such contract and shall reserve to the city the right to charge and collect rates and to enforce the penalties provided for per city code, in the manner herein provided, to charge the rates by ordinance at anytime per city code.

\_\_\_\_\_  
Signature of Owner

### FOR OFFICIAL USE ONLY

Date Received: _____	Received By: _____	<b>Fees</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Receipt #</b>
Account #: _____		Water Hookup:			
<i>**check for any outstanding balances</i>		Sewer Hookup:			
Meter Serial #: _____	Sequence #: _____ Route #: _____	Water Deposit:			
Meter Install Date: _____	Meter Read: _____	Security Deposit:			
<b>City Official Signature:</b> _____		Notes/Comments:			



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<p><b>Water Hookup Fee</b> <i>(current)</i> Commercial – per ERU: \$6,000 +materials Non-Profit: \$5,000 +materials</p>	<p><i>No person shall make any connection with the domestic water system of the City of Winlock or add to any existing connection. All residential units shall be separately metered unless master-metered per city ordinance.</i></p>	<p><b>NOTICE:</b>  <i>*Water billing will begin at the time of meter installation.  *Sewer billing will begin at final occupancy or six (6) months, whichever comes first.</i></p>										
<p><b>Sewer Hookup Fee</b> <i>(current)</i> Commercial – per ERU: \$7,000 +materials Non-Profit : \$6,000 +materials</p>												
<p><b>Application Fees</b> Water: \$250.00 per location Sewer: \$250.00 per location</p>	<p><b>REFERENCE:</b></p> <table border="0"> <tr> <td><b>WMC Sections</b></td> <td><b>Ordinance No's</b></td> </tr> <tr> <td>13.05</td> <td>1132</td> </tr> <tr> <td>13.10</td> <td>1137</td> </tr> <tr> <td>13.35</td> <td>1138</td> </tr> <tr> <td>1340</td> <td>1141</td> </tr> </table>	<b>WMC Sections</b>	<b>Ordinance No's</b>	13.05	1132	13.10	1137	13.35	1138	1340	1141	
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13.05	1132											
13.10	1137											
13.35	1138											
1340	1141											

### The Application:

- The Water/Sewer Application Fee must be paid as part of the Master Site Plan Application.

**Fees:** Commercial building connection fees are estimated based on the projected water use at the time of hook up. This estimate must be submitted by the property owner. If no estimate is provided, then the city will provide an estimate. **The customer will be charged the base rate for hookups which is listed below whether an estimate is submitted or not submitted.**

- One (1) ERU will be 1,000 cubic feet per month or 12,000 cubic feet per year (89,760 gallons)
- At the end of the first year of service the city will calculate the actual ERU's used for the property.
  - If the ERU is higher than the estimated amount, the property owner will be billed for the remaining amount owed for the connection fees.
  - If the ERU is lower than the estimated amount, the city will refund equal to the difference in the charges for the connection fees to the property owner.
- Buildings over 50,000 square feet will pay this extra fee every year for 3 years, based on a yearly evaluation.

**Rates:** *The minimum charge will be one (1) ERU and is not subject to discounts.*

- ERU Charge:** you will be charged one (1) ERU for the initial connection fee.

### Connections:

- No water/sewer connections will be held until the Master Site Plan Application has been approved.
- Once approved, connections will be valid for two (2) years. All infrastructure must be installed within that time frame, see chart.
  - If a Master Site Plan Application is not required, connections are valid for one (1) year.
- If you fail to install the required water, sewer, storm drain infrastructure upgrades within the two (2) years, connections become invalid and revert to the city unless an extension is requested.

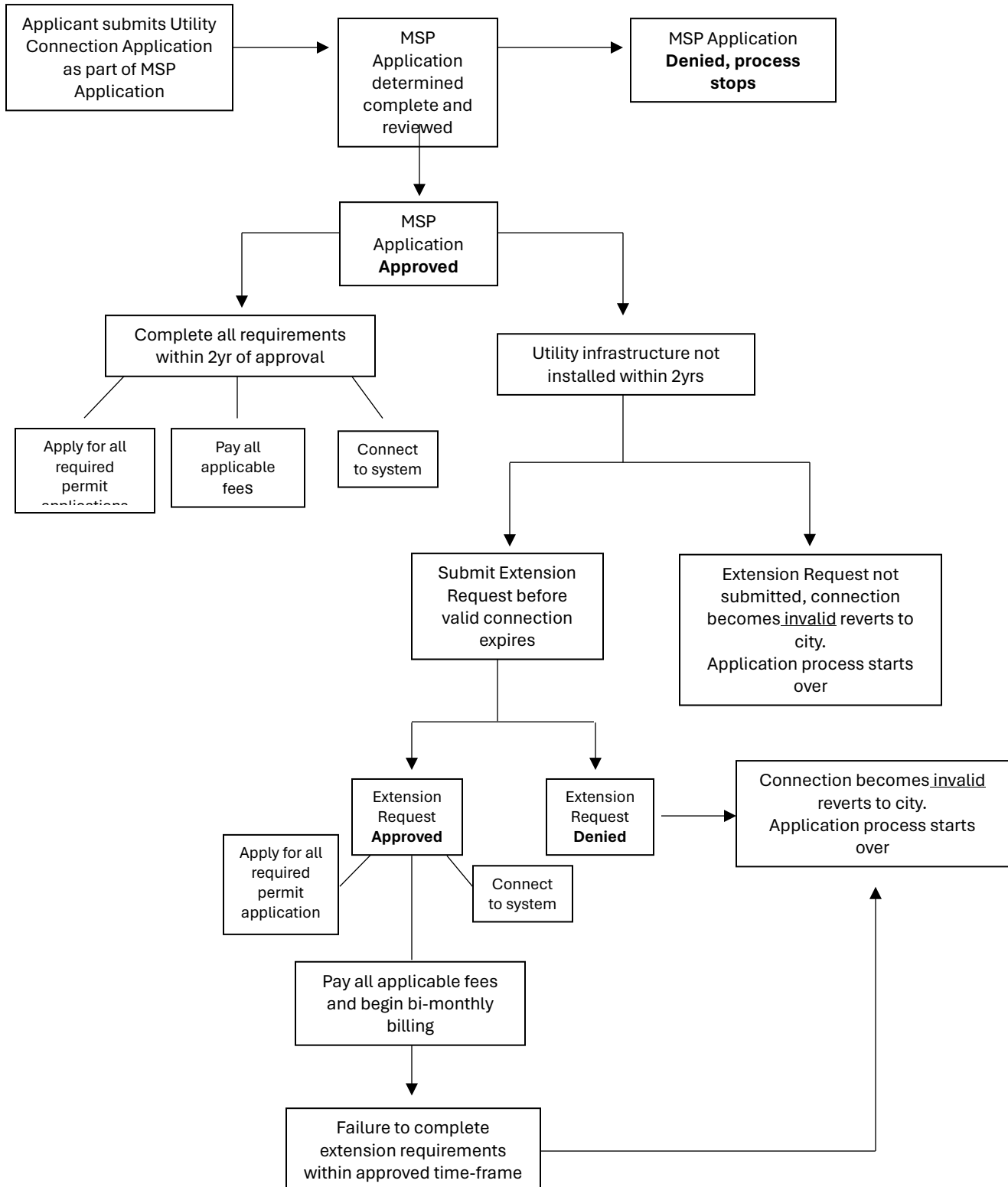
### Extension Request:

- Extension requests can be for 1 – 5 years. After 5 years the application process must be started over.
- Requests are approved by the city council during a regularly scheduled meeting. If approved, the full connection fees must be paid and 50% of the monthly water and sewer rate. If not paid, connections revert to the city.



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## Community Development Department Permission to Enter Form

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360.785.3811 • fax 360.785.4378  
[winplan@cityofwinlock.com](mailto:winplan@cityofwinlock.com)

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_

I understand that the City of Winlock requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is:  NOT Required  Required

*If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone:* \_\_\_\_\_

**For Official Use ONLY**

Date Received:	_____
Received By:	_____



## Community Development Department INSPECTION CARD

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### NOTICE

To request an inspection call (360) 785-3811, ext. 203 **at least 24 hours in advance**. It is the applicant's responsibility to call at the appropriate stages of the permitted project to request the required inspections noted below.

To avoid costly re-inspection fees: **CALL ONLY WHEN READY FOR INSPECTION.**

PERMIT #: \_\_\_\_\_

ISSUED DATE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Setback Certification: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Group: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Occupancy Notification: \_\_\_\_\_

INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS	INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS
Footings/Potholes				Insulation:			
Foundation				Vapor barrier			
U-Floor Framing				Floors			
U-Floor Plumbing				Walls			
under Slab Insulation				Ceiling			
Under Slab Plumbing				Fireplace/Chimney			
Sub-Floor Nailing				Masonry			
Shear Nail				Woodstove/Fireplace Insert			
Hold Downs				Poles & Beams			
Framing				HVAC			
Rough in Heating				Fire Suppression System			
Rough in Plumbing				Sprinkler System			
Sheet Rock				Sign Installation			
Mechanical				Gas Piping			
Water Meter Connection/RC				Life Safety			
Sewer Connection/RC				Other:			
Stormwater/RC				<b>Conditions of Approval</b>			
Water/Sewer/Storm				<b>Final Inspection</b>			
DCVA Backflow				<b>L&amp;I Final Inspection</b>			
Fire Stop/Draft Stop							

FINAL - Occupancy APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

*When final inspection is signed, this is your Certificate of Occupancy.*

### INSPECTION RECORD AND PLANS

**\*\*MUST BE POSTED AND KEPT DRY AT THE JOB SITE.\*\***



**Community Development Fee Schedule****REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES ON THIS SCHEDULE:**

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

**PLANNING ACTIVITIES**

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publicatoin will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material hs been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

**BUILDING ACTIVITIES****For applications/permits withdrawn by the owner or applicant the following shall apply:**

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- **For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.**