



## 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**

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