

**CITY OF WESTPORT PERMIT CENTER**  
 506 NORTH MONTESANO STREET WESTPORT, WA. 98595  
 PHONE (360)268-0835 FAX (360)268-0921

**BUILDING PERMIT SUBMITTAL CHECKLIST**

*\*\*Items which are required by state and local law to be included in a complete application. Without all required items the submittal will be considered incomplete and is subject to change in regulations.*

**Checklist**

- 1. \_\_\_ **Completed Application**\*\* (WPMC 15.04.010 & UBC106.3.1)
- 2. \_\_\_ **Site Plan**\*\* (UBC 106.3.2) on 8 1/2 x 11 size paper and to scale.
- 3. \_\_\_ **Sewer Application**
- 4. \_\_\_ **Water Application**
- 5. \_\_\_ **ROW Application**
- 6. \_\_\_ **Construction Plans & Specifications** (UBC 106.3.2)
- 7. \_\_\_ **City Business License**  
Site Built Construction  
2 complete sets of drawings (commercial or non-residential projects requiring SEPA review may defer construction drawing submittal)  
  
Manufactured Homes  
 \_\_\_ New - tie down and support instructions (Installation manual).  
 \_\_\_ Used - Model year  
  
 (Manufactured homes constructed prior to 1991 are not allowed within city limits WPMC 15.06)
- 7. \_\_\_ **Address**  
  
 Commercial / Non-Residential Projects
- 8. \_\_\_ **State Environmental Policy Act SEPA Checklist**  
 (For exemptions see Washington Administrative Code WAC (197-11-800)
- 9. \_\_\_ **Critical Areas Checklist**  
 If any critical review has taken place with prior permit approvals, please list in space provided at right.

Shorelines Yes \_\_\_ No \_\_\_

Flood Zone \_\_\_\_\_

Base Flood Elevation \_\_\_\_\_

Required Elevation \_\_\_\_\_

Zoning \_\_\_\_\_

Setback Requirements

Front \_\_\_\_\_

Sides \_\_\_\_\_

Rear \_\_\_\_\_

Prior Permit Approvals

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY OF WESTPORT  
SUBMITTAL CHECKLIST**

Which of the following apply to this proposal:

1. Construction of 20 dwelling units or less?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. \* The construction of an office, school, commercial, recreational, service or storage building 12,000 square feet of gross floor area or less, and with parking facilities designed for 40 automobiles or less?

Yes \_\_\_\_\_ No \_\_\_\_\_

\* For extensions to existing facilities, the gross floor area calculation includes both existing and proposed floor area.

3. The construction of a parking lot for 40 automobiles or less?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. The placement of fill or excavation of soils of 500 cubic yards or less?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. The construction of agricultural structures up to 30,000 square feet or less?

Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that if the information provided on this form is determined to be incorrect, the project or activity may be subject to conditions or denial as necessary to meet the requirements of WPMC Section 15.22 (SEPA)

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

City Of Westport Permit Center  
Critical Areas Checklist

Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

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

Proposed uses: \_\_\_\_\_

Please check one of the following answers regarding Critical Area indicators located on or within 200 feet of the project area.

Are there any surface waters (including saltwater, lakes, ponds, bogs, fens, swamps, marshes, or year round seasonal streams)?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Is there vegetation indicative of Wetlands?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Are there areas where the ground is consistently inundated or saturated with water?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Are there any State or Federally listed sensitive, endangered or threatened species and habitats?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Is the Project within a special flood hazard area?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are there any slopes that exceed 15%.

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you aware of any environmental documentation that has been prepared related to critical areas that includes the subject area?

YES \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

I fully understand that if any of the information provided on this form is later determined to be false or misleading the project may be subject to denial.

Signature \_\_\_\_\_ Date \_\_\_\_\_