



# GENERAL BUILDING PERMIT APPLICATION

Department of Community & Economic Development  
321 E. 5th Street, Port Angeles, WA 98362 360.417.4817 |  
[www.cityofpa.us](http://www.cityofpa.us) | [permits@cityofpa.us](mailto:permits@cityofpa.us)

CITY USE ONLY

App. #: \_\_\_\_\_

Received: \_\_\_\_\_

## PROJECT INFORMATION

Single-Family Residential

Multi-Family Residential

Commercial

Industrial

Project Address / Tax Parcel No.: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## OWNER INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTRACTOR INFORMATION

Company Name: \_\_\_\_\_ License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

## PROJECT CLASSIFICATION

New Construction  
[Fence](#) (If >7' high)

Manufactured Building  
Retaining Wall (If >4' high or >2' high with surcharge)

Addition

Remodel

Repair

Foundation

Other: \_\_\_\_\_

## PROJECT DESCRIPTION

Project Value (Materials + Labor): \$ \_\_\_\_\_

Please summarize proposed work:  
*(Can be written on a separate sheet if needed)*

## APPLICATION MATERIALS CHECKLIST

**General Building Permit Application (BPGEN):** Complete this form and have an authorized agent sign.

**[Stormwater Checklist \(SWCL\)](#):** Submit if the project has any ground disturbing activities. (additional info may be required based on SWCL)

**[Scaled Site Plan](#):** Please submit a detailed site plan. (Scale: 1"=20').

**[Building/Construction Plans](#):** Detailed drawings/engineering of construction plans and elevations.

**[Engineering](#):** Required for all projects in Seismic Zone E unless you demonstrate R301.2.2.1.2 IRC.

**[WSEC-R 2021 Code Edition Forms](#):** Include energy compliance documentation per the Washington State Energy Code (e.g., WSEC residential or commercial compliance forms).

**[Electrical Service Info. Form](#):** Details regarding the electrical service size, location, and panel specs etc.

**Other Applications:** [Fire](#), [Wastewater Questionnaire](#), [Waste Disposal](#), [Right-of-Way](#), Driveway, Water, [Wastewater](#), Solid Waste Service ect.

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to work. I understand that plan review fees are not refundable after review has occurred. I understand that I will forfeit review fees if I withdraw the application before the permit is issued. I understand that additional information may be required when determined necessary by the building official and if the permit is not picked up/issued within 180 days of submittal, the application will be considered abandoned and the fees will be forfeited.

Date \_\_\_\_\_ Print Name \_\_\_\_\_ Signature ( \_\_\_\_\_ Owner Contractor Representative \_\_\_\_\_ )

# PROJECT DETAILS

PROJECT ADDRESS: \_\_\_\_\_

## NEW STRUCTURES & ADDITIONS

Single-Family Residential    Multi-Family Residential    Commercial    Industrial    Public

Location Description	Existing (sq.ft) + Proposed (sq.ft) = Total (sq.ft)	Proposed Value	Comments
Main Floor		\$	
Upper Floor(s)		\$	
Basement		\$	
Covered Deck / Porch / Entry		\$	
Deck		\$	
Garage (Attached / Detached)		\$	
Carport (Attached / Detached)		\$	
Other (Describe):		\$	
<b>TOTAL</b>		\$	

## LOT & SITE COVERAGE CALCULATIONS (For new construction and additions only)

Lot Details	Dimensions _____ ft. x _____ ft.   or <input type="checkbox"/> Irregular	total sq.ft.	
Lot Coverage*	Total footprint area of all structures on the property	total sq.ft.	%
Site Coverage*	Total area of all impervious surfaces	total sq.ft.	%

**\*Lot Coverage:** The percent of ground area of a lot on which buildings are located. (PAMC 17.08.065)

**\*Site Coverage:** The amount of impervious surface on a parcel, including structures, driveways, sidewalks, patios, and other impervious surfaces. (PAMC 17.08.095)

## MECHANICAL DETAILS (If Applicable)

*Please indicate how many of each type of fixture is to be installed or relocated as part of the project.*

Air Handler	Size: _____ #: _____	Heater (Suspended/Floor/Recessed Wall)	#: _____
Furnace/Heat Pump/ Forced air Unit	Size: _____ #: _____	Heating/Cooling Appliance (Repair/Alter)	#: _____
Appliance Exhaust Fan	#: _____	Pellet/Wood/Gas Stove, Fireplace, Misc.	#: _____
Evaporated Cooler (Attached)	#: _____	Vent Fan (Single Duct)	#: _____
Fuel Gas Piping	# of outlets: _____	Vent System	#: _____
Hazard / Non-Hazard Piping	# of outlets: _____	Other: _____	#: _____

## PLUMBING DETAILS (If Applicable)

*Please indicate how many of each type of fixture is to be installed or relocated as part of the project.*

Plumbing Traps	#: _____	Water Heater	#: _____
Plumbing Vent Piping	# of outlets: _____	Medical Gas Piping	# of outlets: _____
Water Line	# of outlets: _____	Fuel Gas Piping	# of outlets: _____
Sewer Line	# of outlets: _____	Industrial Waster Pretreatment Interceptor (Grease Trap)	#: _____
Vent System	#: _____	Backflow Protection Device (size: _____ in.)	#: _____
Other: _____			

## ADDITIONAL DETAILS (If Applicable)

Irrigation System	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Proposed	Proposed Bedrooms/Baths	#: _____ /
Fire Sprinkler System	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Proposed	Proposed Dwelling Units	#: _____
Is the project in Flood Zone?	<input type="checkbox"/> YES (Zone ID: _____) <input type="checkbox"/> NO	Structure Value	\$ _____
Is clearing or grading proposed:	<input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, estimate cut/fill total: _____ (cubic yard))		

# SITE



## MAKING A RESIDENTIAL SITE PLAN

Department of Community & Economic Development

321E.5th Street, Port Angeles, WA 98362

360.417.4750 | www.cityofpa.us | ced@cityofpa.us

A **site plan** is a top-down view or bird's eye view of a property that is drawn to scale. Site plans are required for all building permits when adding or removing structures or surfacing and are used as a reference for the layout and location of improvements on a single property. Creating a site plan is a good place to start when planning a project. **REMEMBER:** Each zone\* and property have unique requirements and dimensions. The example below is fabricated and is provided for your convenience, but should not be copied. (\* defined on back)

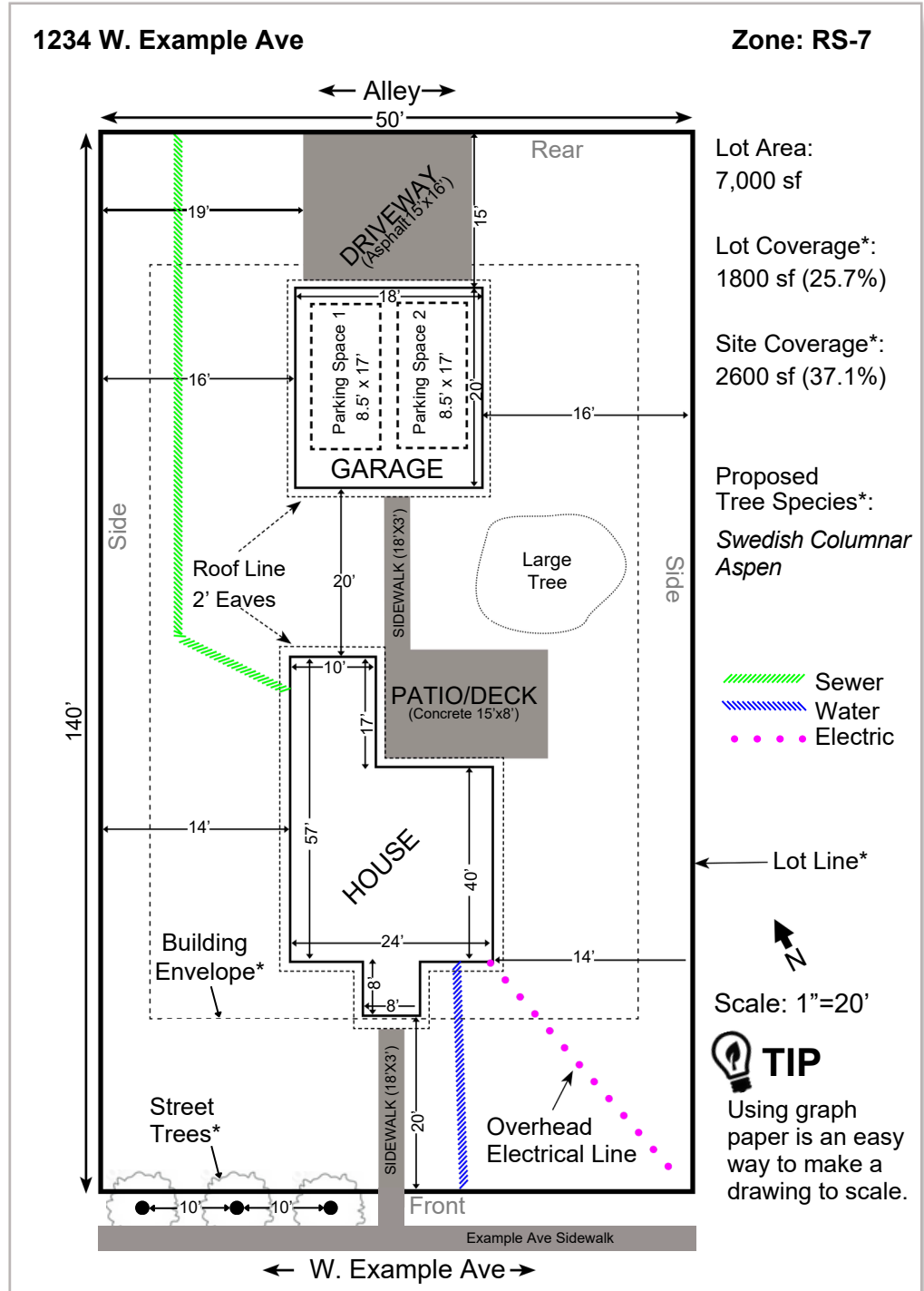
### Site Plan Checklist

- Title (Address)
- Zoning Classification\*
- North Arrow
- Scale
- Area Calculations
  - Lot Area
  - Lot Coverage\*
  - Site Coverage\*
- Dimensions (ft')
  - Buildings
  - Setbacks
  - Lot Lines
- Street / Alley Identification
- Lot (property) Lines\*
- Building Envelope\*
- Building(s) / Footprint(s)
- Roof-line
- Hard Surfaces (material)
- Street Tree Planting Plan
- Significant Vegetation / Rain Gardens / etc.\*
- Fence(s)
- Parking Spaces\*
- Utilities



### TIP

Those items marked with a \* are defined or explained on the second and third pages of this document.



# SITE PLAN DEFINITIONS

\*Zoning Classification: The City is divided up into different zones, which have specific allowable uses and requirements, such as building height and required setbacks from property lines, etc. Each Zone's specific requirements are detailed in Title 17 - Zoning of the Port Angeles Municipal Code. To find out which zone your property is in, please visit the following website and use the City's mapping! software. <http://www.cityofpa.us/430/Maps-and-Plans>.

Helpful City Handouts: - Zoning Requirements Summary Table

- Accessing and Using Interactive City Maps
- Parking Design Standards
- Walls, Fences and Vision Clearance

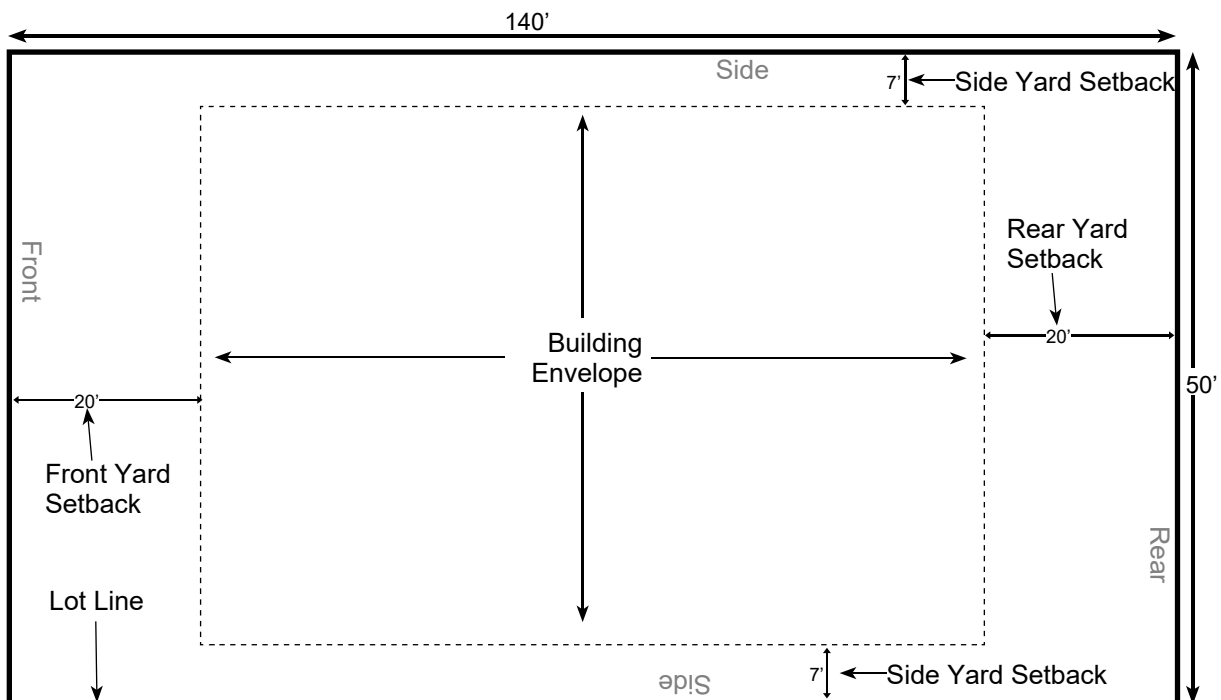
\*Lot Coverage: The amount or percent of the ground area of a lot on which buildings are located. Lot coverage does not include the first horizontal 30 inches of the roof overhang, nor does it include uncovered decks and porches or other structures not higher than 30 inches from the ground.

\*Site Coverage: The amount of impervious surface on a parcel, including structures, paved driveways, sidewalks, patios, and other impervious surfaces.

\*Lot (Property) Lines: The boundaries of a property are referred to as "Lot Lines". One common misconception is that a private property abuts the edge of the street. In most circumstances, the lot lines are setback from the edge of the street. Using the link under "Zoning Classification" to view the City maps may help identify the location of Lot Lines. For questions about Lot Lines, please contact the Community & Economic Development Department.

\*Parking Spaces: Single bedroom dwelling units require one off-street parking space. Dwelling units with two or more bedrooms require two off-street parking spaces. When more than one dwelling unit exist on a single property, the sum of all required off-street parking shall be provided. One on-street parking space can be counted toward the total required parking per dwelling unit when the property is on a street that meets current street design standards with a minimum 8 foot parking lane and there is 22 feet of unrestricted, on-street parking directly adjacent the property. The on-street parking space must be noted on the site plan.

\*Building Envelope: The building envelope is the buildable area of land on a parcel after you deduct the required yard setbacks as defined in each zone. For example, a zone may require a front and rear yard setback of 20 feet and side yard setback of 7 feet. Therefore, the building envelope would be an outline smaller than the lot, reflecting those required yard setbacks. See the example below.



## SITE PLAN DEFINITIONS CONTINUED...

### \*Street Tree

Requirements: New residential and commercial development, redevelopment, or land division in all zones shall be required to install street trees per [Chapter 11.13 PAMC](#). Exceptions to this include the construction of garages, sheds, remodels, and structures that are not to be occupied on a regular basis. Street trees must be shown on the site plan in the right-of-way and adhere to the standards outlined in [Chapter 3 of the Urban Services Standards and Guidelines Manual](#) for species selection and spacing. Large trees shall be utilized whenever possible, given there are no overhead utility conflicts. Upon review of the site plan, if it is determined that street trees are unsuitable for the location, a fee-in-lieu of planting will be made available.

### \*Significant Veg. /

Rain Gardens / etc.: Show any existing or proposed significant vegetation, which includes large trees, native plants, or other landscaping you plan to preserve or add. If your site includes or could include a rain garden or other green infrastructure, show its location, size, and how it will handle stormwater.

In Port Angeles:

- Projects may be subject to the City's Stormwater Code and Low Impact Development (LID) standards, which encourage use of rain gardens, permeable surfaces, and native vegetation to reduce runoff. More info can be found at: <https://www.cityofpa.us/257/City-Stormwater-Code>
- Vegetation management and critical area protection rules apply when your project impacts streams, wetlands, or steep slopes, often including buffer zones and preserved native vegetation. More info can be found at: <https://www.cityofpa.us/431/Environmental-Planning-and-Regulation>

# MAKING A RESIDENTIAL FLOOR PLAN

Department of Community & Economic Development

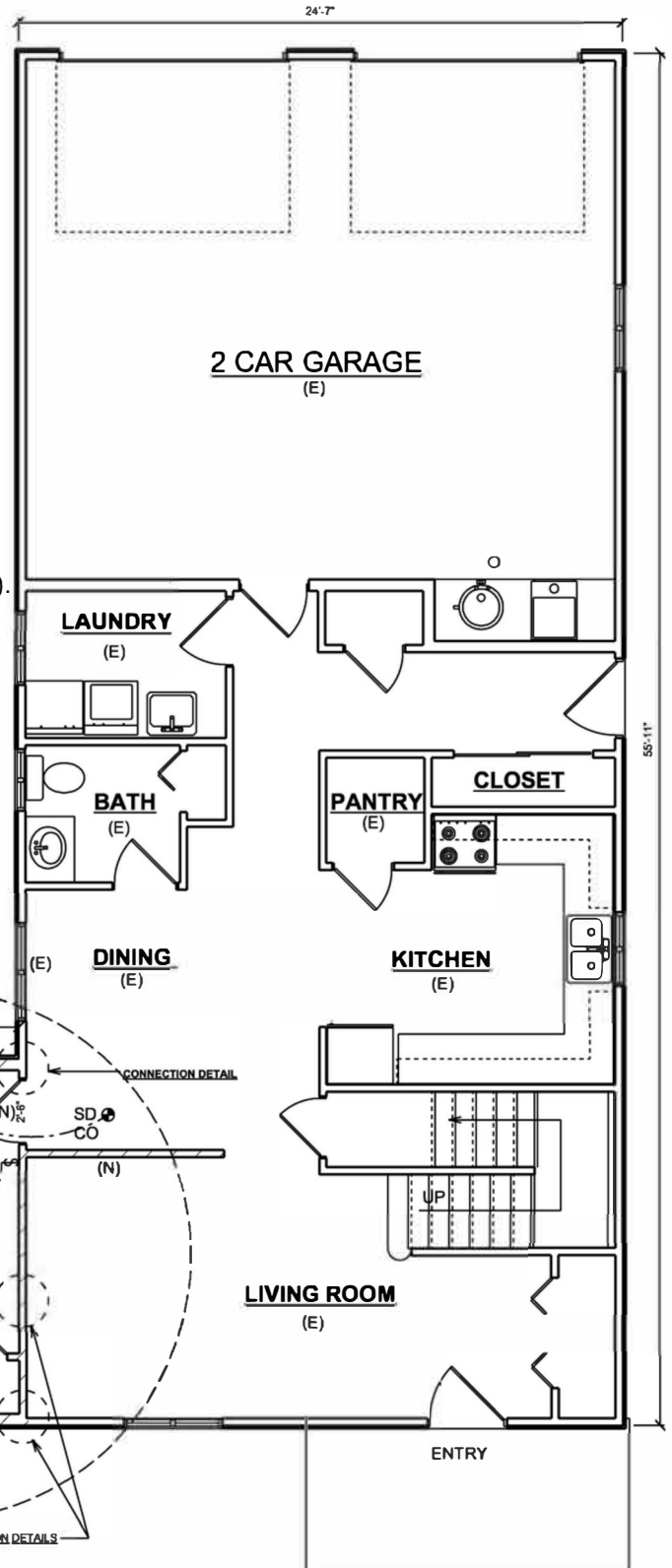
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## Floor Plan Checklist

- Scale and Measurements:
  - Floor plan drawn to an accepted scale (e.g., 1/4" = 1').
  - Include a scale bar or notation on the plan.
  - Show accurate dimensions for all rooms and spaces.
- North Arrow:
  - Include a north arrow for orientation.
- Room Labels:
  - Clearly label each room (e.g., kitchen, bathroom, bedroom).
- Door and Window Locations:
  - Indicate all door and window locations
  - Include dimensions and swing direction.
- Fixtures and Appliances:
  - Show locations of key fixtures (toilets, bathtubs, showers).
  - Include placement of major appliances (stoves, water heaters).
- Wall Details:
  - Distinguish between existing and proposed walls.
- Plumbing Layout:
  - Include locations of water supply lines, drains, and vents.
- Electrical Layout:
  - Indicate any panel locations.
  - Show the location of Smoke detectors and CO detectors.
- Annotations and Legends:
  - Provide a legend for symbols used in the plan.
  - Include general notes or key instructions.



**LEGEND:**  
 NEW (N)   
 EXISTING (E)

**SCOPE OF WORK**



### MAIN FLOOR PLAN

EXISTING 680 SQ. FT.  
 NEW BEDROOM 159 SQ. FT.  
 (SCALE 1/4" = 1')

PROVIDE THIS INFORMATION

PROVIDE METHOD OF CONNECTION DETAILS

\*\*\*\* PROVIDE SUFFICIENT DETAILS AND SPECIFICATIONS THAT ARE SPECIFIC TO THE NEW CONSTRUCTION, AND BUILDING INFORMATION, SOME OF WHICH MAY NOT BE INDICATED IN THIS HANDOUT.

THIS IS AN EXAMPLE FLOOR PLAN ONLY  
 DO NOT USE THIS FOR YOUR DESIGN  
 SCALE INDICATED IS FOR SHOW ONLY