



PERMIT READY PLAN DONATION APPLICATION

Department of Community & Economic Development

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

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

In 2023, the City of Port Angeles launched the [Permit-Ready Plan Program](#). This program provides pre-approved, thoughtfully designed construction documents for various housing types and configurations, at no cost to community members building within the city limits. The Permit-Ready Plans are also eligible for fee waivers as outlined in [Resolution 02-25](#). This application is to submit new donated Permit-Ready Plans for the online library, which will help further reduce costs for housing builders and streamline the permit review process.

APPLICANT/DONOR INFORMATION

Applicant Name: _____

Company Name: _____

Mailing Address: _____

Phone: _____ Email: _____

License # and Expiration Date (if applicable): _____

Applicant's Engineer/Architect (If other than applicant): _____

Company Name: _____

Phone: _____ Email: _____

License # and Expiration Date (if applicable): _____

APPLICATION / PROJECT TYPE

The City of Port Angeles is accepting permit-ready plan donations for the development of the following structure types.

Do the donated plans meet one or more of the following development types (check all that are relevant):

- Multifamily housing units,
- Uses sustainable building materials,
- Used innovative design techniques,
- Provides properly licensed modular or prefabricated options,
- Provides infill or middle housing defined in Chapter 17.21 of the Port Angeles Municipal Code

If the plan sets do not meet the criteria identified above, the company/design firm donating the plans must demonstrate that the proposed plans meet the community's needs as outlined in the [2025 Housing Needs Assessment](#). This will be accomplished by submitting a written narrative to the CED Manager.

Estimated Total Project Cost: \$ _____

Estimated Material Costs: \$ _____



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

REQUIRED SUBMITTALS

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

DESIRED SUBMITTALS

- Pre-engineered fire sprinkler plans are preferred, especially for multifamily units with four or more units.
- Project Narrative demonstrating how these plans meet the needs of the permit-ready plan program, this includes contact information, allowing a potential builder to reach out to the design professional with additional questions.
- Information about the cost to build the plan set (e.g., a sample cost estimate from a contractor).

SIGNATURE

I have read and completed the application and attached all application materials, and I know it to be true and correct. I am authorized to apply for this permit-ready plan donation and understand that additional information may be required. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct. I agree to update the plans when code requirements change (including compliance with the International Building Code, the International Fire Code, the International Residential Code, the National Electrical Code, the Washington State Energy Code, the Port Angeles Municipal Code, chapters 17.21 and 17.22, design standards, and any other applicable regulatory codes in effect) to remain in the Permit Ready Plan Program.

Date _____ Print Name _____ Signature (Owner Representative)