



# CIVIL ENGINEERING PERMIT APPLICATION

**OFFICIAL USE ONLY**

Engineering Permit # \_\_\_\_\_ Date: \_\_\_\_\_  
 Received By: \_\_\_\_\_ Staff Contact: \_\_\_\_\_

**FOR STAFF USE ONLY:**     OFD     RSH     LOTT     Stormwater     Planning     Water Shop

**PLEASE SUBMIT TWO (2) SETS OF PLANS AND AN ELECTRONIC/DIGITAL COPY. IF AN APPLICATION FOR LAND USE HAS BEEN SUBMITTED, WRITTEN RESPONSES TO THE PRELIMINARY OR LAND USE REVIEW LETTER MUST BE ATTACHED.**  
*Construction drawings must meet the requirements specified in Chapter 3 of the most current version of the City's Engineering Design and Development Standards, sealed by a Washington State Registered Engineer. Landscaping plans must also be submitted if identified as a requirement of the land use review process.*

**SITE LOCATION**

Site Address: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_

**TYPE OF WORK**

Site or Building Use Classification: \_\_\_\_\_

**CIVIL ENGINEERING PERMIT INFORMATION**

Description of work to be done (be specific): \_\_\_\_\_  
 \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 \*Value of Construction: \_\_\_\_\_  
 Gross Building Square Footage of Project: \_\_\_\_\_  
 Tenant Number/Name (Location/Bldg/Unit/Floor/Suite Designation): \_\_\_\_\_  
 Existing impervious area: Square feet \_\_\_\_\_  
 Existing hard surfaced area: Square Feet \_\_\_\_\_  
 Proposed new impervious area: \_\_\_\_\_ square feet, which is \_\_\_\_\_ percent of site area  
 Proposed new and/or replaced hard surface area: \_\_\_\_\_ square feet  
 Proposed area of protected vegetated areas, including Soil & Vegetation Protection Areas: \_\_\_\_\_ square feet

**PROPERTY OWNER**

Owner Name: \_\_\_\_\_ Phone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

**GENERAL CONTRACTOR INFORMATION**

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 State Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 State UBI #: \_\_\_\_\_ City Business License #: \_\_\_\_\_

**DESIGN PROFESSIONAL (Architect/Engineer)**

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**CONTACT PERSON (This person is designated to receive all project communications)**

Name: \_\_\_\_\_ Phone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Fax : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PROPOSED IMPROVEMENTS and PLAN CHECK FEES**

Proposed Improvements	Cost	Quantity	Plan Check Fee
<input type="checkbox"/> COMMUNITY SEPTIC	\$1,355.00 each		
<input type="checkbox"/> DRIVEWAY COMMERCIAL	\$678.00 each		
<input type="checkbox"/> FRANCHISE UTILITY should be shown on plans. Fees will be assessed at application by the individual utility.			
<input type="checkbox"/> GRADING/EROSION CONTROL	<b>65% of the following calculation:</b> (\$250.00 plus \$0.01 per CY)		
<input type="checkbox"/> SEWER PUMP STATION	\$1,355.00 each		
<input type="checkbox"/> STEP SYSTEM COMMERCIAL	\$1,355.00 each		
<input type="checkbox"/> STREET	\$452.00 + \$0.50 per L.F.		
<input type="checkbox"/> STREET LIGHTING	\$452.00 + \$0.50 per L.F.		
<input type="checkbox"/> TRAFFIC SIGNAL	\$1,355.00 each		
<input type="checkbox"/> CURB/WALK	\$452.00 + \$0.50 per L.F.		
<input type="checkbox"/> SEWER	\$452.00 + \$0.50 per L.F.		
<input type="checkbox"/> STORM (PIPE)	\$452.00 + \$0.50 per L.F.		
<input type="checkbox"/> STORM (FACILITY)	\$600.00 + \$37.00 per acre		
<input type="checkbox"/> TREES			
<input type="checkbox"/> NEW COMMERCIAL	\$1,575.00		
<input type="checkbox"/> NEW MULTI-FAMILY	\$1,575.00		
<input type="checkbox"/> NEW SINGLE-FAMILY DEVELOPMENT			
<input type="checkbox"/> 9 LOTS OR LESS	\$525.00		
<input type="checkbox"/> 10 LOTS OR MORE	\$1,575.00 + \$26.00 per lot		
<input type="checkbox"/> WATER	\$452.00 + \$0.50 per L.F.		
<input type="checkbox"/> ON-SITE PAVING (included in storm plan review fee)	Total S.F.* x \$0.06		
<input type="checkbox"/> BONDS			
<input type="checkbox"/> SOLID WATER PAD AND/OR ENCLOSURE	\$350.00 each		
<input type="checkbox"/> LANDSCAPE PLAN REVIEW	\$450.00		
<input type="checkbox"/> Technology Fee	3.9%		
<b>TOTAL</b>			

\*CY = Cubic Yards; L.F. = Linear Feet; S.F. = Square Feet

Note: A 50% resubmittal plan check fee can be assessed after the second resubmittal, for each submittal thereafter.

**Building Owner or Authorized Agent:**

*I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.*

\_\_\_\_\_  
*Signature:*

\_\_\_\_\_  
*Print Name:*

\_\_\_\_\_  
*Date:*

Please visit our web site at: [www.ci.olympia.wa.us](http://www.ci.olympia.wa.us).

**OFFICIAL USE ONLY**

**Engineering Permit #** \_\_\_\_\_  
**Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Staff Contact:** \_\_\_\_\_

Project Title: \_\_\_\_\_ Parcel#: \_\_\_\_\_  
Address: \_\_\_\_\_ ZipCode: \_\_\_\_\_  
Applicant/Representative/Owner: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The Community Planning and Development Department’s Engineering Section has received your application for the above-named project and has reviewed its content.

Your application has been found **COMPLETE** and will be processed from this date forward:

\_\_\_\_\_

Expected completion date for plan review and comments will be:

\_\_\_\_\_

Comments:

\_\_\_\_\_

Your application has been found **INCOMPLETE** and will not be processed until indicated items are submitted or deficiencies corrected in plans or reports.

<input type="checkbox"/> Approved Land Use Site	<input type="checkbox"/> Drainage Control Plan or Abbreviated Drainage Plan (3)
<input type="checkbox"/> Sewer Main Plan	<input type="checkbox"/> Engineer’s Construction Cost Estimate
<input type="checkbox"/> Water Main Plan	<input type="checkbox"/> Reimbursement Contract (draft & map)
<input type="checkbox"/> Stormwater Plan	<input type="checkbox"/> Draft Easements/Dedication
<input type="checkbox"/> Streetside Improvement Plan	<input type="checkbox"/> Draft Bills of Sale
<input type="checkbox"/> Solid Waste	<input type="checkbox"/> Set of Plans (4)
<input type="checkbox"/> Street Lighting Plan	<input type="checkbox"/> Other (see comments below)
<input type="checkbox"/> Clearing/Grading/Erosion Control Plan (C-SWPPP)	

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For exact items please refer to the most current version of the City’s Engineering Design and Development Standards (EDDS).

\_\_\_\_\_  
*Received by*

## GENERAL ENGINEERING PERMIT APPLICATION

Each complete engineering plan review application shall include:

1. Full payment of the applicable plan check fee
2. Signature of the Applicant
3. Date of signing by the applicant
4. A project title
5. The project address
6. Identification of the site by lot, block, and subdivision
7. Assessor's tax parcel number of the site
8. The parcel area in square feet
9. The date of any applicable site plan approval
10. If subject to site plan or land use review, confirmation of simultaneous submission of building plans and applications
11. The proposed impervious area in square feet and as percentage of site areas
12. The proposed new and/or replaced hard surface area in square feet
13. the proposed area of protected vegetated areas, including Soil and Vegetation Protection Areas
14. The name of the project engineer
15. The engineer's mailing address
16. The engineer's phone number
17. The name of the parcel owner or of the applicant
18. The applicant or owner's mailing address
19. The applicant or owner's phone number
20. Construction drawings meeting the requirements specified in Chapter 3 of the most current version of the City's Engineering Design and Development Standards, sealed by a Washington State Registered Engineer
21. A street tree planting plan prepared by a qualified professional forester drawn to scale on the site plan including location, size, species, and numbers of street trees to be planted, a narrative and graphic detail of site preparation,

installation and maintenance of trees, a timeline for the site preparation, installation, and maintenance of street trees, and a cost estimate for the purchase, installation, and 3-years maintenance of street trees

22. A complete Drainage Control Plan (See Volume I, Chapter 3 of the City of Olympia Drainage Design and Erosion Control Manual). A complete plan includes the following separate documents:
- Site Development Drawings (e.g. civil construction plans)
  - Drainage Design Report
  - Construction Stormwater Pollution Prevention Plan (drawings and narrative)
  - Stormwater Site Management Plan
23. All applicable calculations and specifications
24. An Environmental Review Supplement if within 500 feet of any critical area (wetland, stream, significant upland habitat area, seismic hazard area, landslide hazard area, frequently flooded area, or critical aquifer recharge area). (See Section 500 of interim Olympia Critical Areas Ordinance)
25. Unless exempt, a complete environmental checklist with vicinity map, list of property owners of record within 300 feet of the project site and appropriate fee payment. (See OMC 14.04.060 and WAC 197-11-800)
26. Written confirmation or prior submission of complete applications for any land use approval required for the proposed structure.

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



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Keith Stahley, Director,  
Community Planning and Development

12/1/2016  
Date

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