



CIVIL ENGINEERING PERMIT CHECKLIST

Civil Engineering Permit Application Checklist

- A project title
- The project address
- Assessor's tax parcel number of the site
- The parcel area in square feet
- The date of any applicable site plan approval
- If subject to site plan or land use review, confirmation of simultaneous submission of building plans and applications
- The proposed impervious area in square feet and as percentage of site areas
- The proposed area of protected vegetated areas, including Soil and Vegetation Protection Areas
- The name of the project engineer
- The engineer's mailing address
- The engineer's phone number
- The engineer's email address
- The name of the parcel owner or of the applicant
- The applicant or owner's mailing address
- The applicant or owner's phone number
- The applicant or owner's email address
- 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
- 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
- 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
- All applicable calculations and specifications
- 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*)
- 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)
- Written confirmation or prior submission of complete applications for any land use approval required for the proposed structure.
- A licensed and bonded contractor is required to be able to perform work in the City's right of ways.
- A current City business license is required.
- A minimum of a \$10,000 bond is required to be submitted to perform the work.
- Have the contractor's UBI number ready for the application process. What is a UBI number? A UBI number is a **Washington State Unified Business Identifier**. A UBI number is a 9-digit number that registers you with several state agencies and allows you to do business in Washington State.

Submittal Requirement in PDF Format

- Approved Land Use Site
- Sewer Main Plan
- Stormwater Plan
- Solid Waste
- Street Lighting Plan
- Clearing/Grading/Erosion Control Plan
- Traffic Control Plan meeting the standards in the Manual on Uniform Traffic Control Devices (MUTCD)
- Set of Plans – All of the above plans consolidated into one plan set
- Drainage Control Plan or Abbreviated Drainage Plan – This includes 4 separate items;
 - Drainage Design Report
 - Stormwater Site Management Plan
 - Site Development Drawings
 - Construction Stormwater Pollutions Prevention Plan (C-SWPPP)
- Engineer's Construction Cost Estimate
- Reimbursement Contract (draft & map)
- Draft Easements/Dedication
- Draft Bills of Sale
- Scope of Work Letter

Upload digital submittals after application has been submitted on the portal.