

# Commercial Application Checklist

## Development Services Department

865 S.E. Barrington Dr. ~ Oak Harbor, WA 98277 ~ Phone (360) 279 4510 ~ Fax (360) 279-4519

---

**Use this checklist to ensure that all necessary information is provided for review of your project.**

### Requirements for Submittal

- \_\_\_\_\_ A pre-application meeting with the Building Division.
- \_\_\_\_\_ Two (2) completed building permit applications (Sheet # 02)
- \_\_\_\_\_ Three (3) Site Plans.
- \_\_\_\_\_ Three (3) sets of Architectural Drawings.
- \_\_\_\_\_ Three (3) sets of Structural Drawings.
- \_\_\_\_\_ Three (3) sets of Structural calculations.
- \_\_\_\_\_ Three (3) Geotechnical Engineering Report
- \_\_\_\_\_ Two (2) Project Specification Manuals.
- \_\_\_\_\_ Two (2) NREC Energy Code Compliance Forms.
- \_\_\_\_\_ Two (2) Special Inspection Application Forms (Sheet # 48)
- \_\_\_\_\_ Two (2) Occupants Intended Use Application. (Sheet # 31)
- \_\_\_\_\_ One (1) Copy of current Washington State Contractors License.

### Please Note:

- \_\_\_\_\_ If this project involves a new or renovated sign a sign permit may be required.

**APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS FILLED IN.**