



Commercial Building Permits

Brochure #3

What Ordinances apply to Commercial Building Permits?

All applications, plans, buildings and additions to buildings that are heated or cooled using electric, gas, oil, wood, or any combination of these fuels for this purpose are subject to be in compliance with Ordinance 839. This Ordinance is not a fuel blind ordinance and is more restrictive for buildings that are heated and cooled using electrical energy.

All building, grading or development permits are subject to Ordinance 634, establishing a system of user fees for surface water drainage.

Do I need a pre-application meeting with the City?

At the applicant's request, a pre-application meeting shall be scheduled with representatives of the City Planning, Engineering and Building departments. Representatives from other departments or agencies, (such as the Fire Department, Water District, Sewer District or the Department of Ecology) shall be notified of the meeting by the City and encouraged to attend to provide comments on the proposed Project Permit Application. The purpose of the pre-application process is for the applicant to provide City staff with the necessary information about the proposed project and site conditions so that the City can efficiently and effectively provide the applicant with the requirements that must be met in order to have the proposed project proceed through the formal review process.

City of Mukilteo
Planning and Community Development Department
11930 Cyrus Way
Mukilteo, WA 98275
(425) 263-8000

Is there a charge for the pre-application meeting?

No, there is not a charge for the meeting. The City feels this process is beneficial to the applicant as well as staff in order to achieve smooth processing of the application.

What are the submittal requirements?

- ◆ Completed Land Use Application, as provided by the City.
- ◆ Project Permit Application and submittal requirements as shown on the table titled "Project/Permit Submittal Requirements" included in the Project Permit Application packet.
- ◆ Application filing fee.

What is the required information on my site plan?

Applications may not be accepted unless all of the following information is included on two 24" X 36" site plan sheets or the largest scale that will fit the plan sheet. The minimum acceptable site plan sheet is 11" x 17". The site plan shall use a scale of 1" = 10' or the largest engineering scale that will fit the plan sheet:

Checklist Information

1. Name, address and phone number of property owner and builder or general contractor.
2. Property address and legal description.
3. Include north arrow. Plans shall be oriented such that north is at top of page.
4. Dimensions of all property lines and existing/proposed structures, including decks, porches, cantilevered structures, chimney and roof overhangs.
5. Location and square footage of existing roof area (if any), along with the location and square footage of existing walkways, driveways and paved areas (if any).
6. Location, dimensions and square footage of proposed constructed roof area. Location, dimensions and square footage of proposed walkways, driveway and paved areas. If proposed driveway and/or street grade exceeds 14%, a center line profile is required.
7. Location of any creeks, drainage ditches, surface water, shorelines, etc.
8. Location of Native Growth Protection Areas (NGPA'S).
9. Location and distance from proposed structure to any existing structure(s) on the subject site and adjacent properties.
10. Show design of proposed storm drainage facility according to the current Department of Ecology Stormwater Management Manual for the Western Washington, or other methodology as approved by the Public Works Director.

11. Identify adjacent streets, sidewalks, alleys or other public property. Show dimensions and type of surface.
12. Identify all utility and access easements and provide verification to utilize easements i.e. recorded document(s).
13. Identify and show dimensions of front, side(s) and rear setbacks. One story and two story structures with steep roofs will be required to submit a building height worksheet.
14. Show a cross section or side perspective of the proposed structure; indicate height of structures at a scale of 1 inch = 4 feet.
15. Location of nearest fire hydrant, water and sewer stubs.
16. Identify all significant trees (evergreens that are 8" or greater in diameter and deciduous trees 12" or greater in diameter - all measurements taken 4' above ground level).
17. Identify location of retaining walls and rockeries. Engineered design required if over four feet in height or supporting a surcharge.
18. All site plans submitted must show existing and proposed topography of site in 2 to 5 foot increments.
19. Submittal of letters of availability for water, sewer and power will be required with submittal of construction drawings for any new construction.

What is required for civil drawings?

A grading plan may be required showing existing and proposed grade contours, grade slopes, finished grade. Indicate the cubic yards to be removed, filled or graded.

Most sites will require temporary drainage and erosion control for the construction phase as well as plans for permanent drainage and erosion control. This will likely be required during the pre-application phase.

When will my permit expire?

The Project Permit shall be valid for three (3) years from the date the permit is approved.

Can I request an extension?

One 1-year extension is allowed.

What is the zoning classification and why is it important for my project?

Mukilteo Municipal Code Chapter 17.16 establishes permitted, conditional, and temporary uses, by zone, for all areas within the City. Uses with additional requirements are indicated on the “Permitted Use Matrix” (Table 17.16.040) by reference numbers. In addition, Chapter 17.20 contains additional development regulations for the MRD, DB, PCB, PCB(S), BP, IP, PI, PSP and WMU zones.

What are the landscaping requirements for my project?

Landscaped buffers are required for commercial development with the City. The buffers are established to meet the minimum standards for landscaping and screening where needed to promote safety, provide screening between differing land uses, to safeguard privacy and to protect the aesthetic assets of the community. See Table 17.58.047 for requirements.

The minimum standards shall be as described below:

- A. Type I--Sight-Obscuring Fence. The minimum height shall be six feet and be constructed to create a solid sight-obscuring screen. Planting may be used in addition to the screen.
- B. Type II--Planted Sight-Obscuring Screen. The minimum height shall be five (5) feet and consist of plant materials spaced to form a sight-obscuring screen.
- C. Type III--Ornamental Landscaping. This landscaping shall consist of a combination of trees, shrubs and other landscaping materials, and shall be designed to improve the appearance of the development but not necessarily to obscure it. (Ord. 908 & 11 (part), 1997)

What are the parking requirements for my project?

Off street parking is required for all commercial projects. See Table 17.56.040 for the minimum required amount of parking per use classification.

For more specific information concerning parking lot design and development standards contact the City Planning Department.

What are the bonding requirements for my project?

LANDSCAPING AND PUBLIC IMPROVEMENTS:

1. A PERFORMANCE SURETY is a guarantee to the City that landscaping, public improvements and other required improvements are installed in a satisfactory manner within a one-year time period. When improvements cannot be completed prior to the issuance of an occupancy permit and/or City final approval, a performance surety, at the rate of 150% of the costs of construction, may be used, provided staff determines that it is in the best interest of the City and the success of the project.

2. A MAINTENANCE SURETY, at a rate of 15% of the construction costs, is a guarantee to the City that required improvements are warranted against defects in labor and materials for a period of two years after the project has a received approval on a final inspection by the City.

CRITICAL AREAS MONITORING:

PERFORMANCE SURETY. All mitigation and buffer enhancements shall be completed prior to final plat approval and/or building occupancy. However, when improvements cannot be completed prior to final acceptance due to weather conditions, which may negatively affect the success of the project, a performance surety may be used. The performance surety shall be equal to 150% of the cost of the mitigation project and the required improvements shall be installed in a satisfactory manner within six (6) months.

1. A MAINTENANCE SURETY shall be required on all mitigation projects to ensure that the improvement successfully survives the five-year monitoring period. For wetland mitigation and buffer enhancement projects, the amount of the maintenance surety shall be equal to fifteen percent (15%) of the cost of the mitigation project.
2. A MONITORING DEPOSIT, in the form of a cash deposit shall be submitted with all sureties prior to final acceptance of the project to cover the estimated City's costs to review the yearly monitoring reports and conduct a site inspection to ensure the performance standards are being met.

For additional information or questions:

Call... City of Mukilteo
Planning & Community Development
Department (425) 263-8000
Fax (425) 212-2068

Location...
11930 Cyrus Way.
Mukilteo, Washington 98275

Hours...
Monday - Thursday
7:30 a.m. to 5:00 p.m.
Friday
7:30 a.m. to 4:30 p.m.

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