

WHATCOM COUNTY
Planning & Development Services
5280 Northwest Drive,
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
Director

Commercial Building Permit Application
One Structure per Permit

Permit # _____

Agent/Contact Name: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone # () _____

Email _____

Property Owner Name _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone # () _____

Email _____

Contractor Name _____

Business Name: _____ License#: _____

Mailing Address: _____ City _____

State _____ Zip Code _____ Phone # () _____

Email _____

Site Information

Assessor's Parcel # _____ Div# _____ Block# _____ Lot# _____

Subdivision Name: _____

Site address _____

Number of Buildings currently on site: _____

Valuation (cost of completed project less value of land) \$ _____

Project Description (example: New 2400 sq. ft. Warehouse w/ office space)

New Addition Remodel Repair Change of Occupancy Tenant Improvement

Building Height: (in feet) _____ # of Stories: _____ # Employees: _____ # Parking Spaces: _____

Company Vehicles: _____

Please Check Applicable Water & Sanitary Services: Water: Well Water Assoc.

Water District Name of Water Purveyor (if applicable): _____

Fees will be assessed in accordance with the Whatcom County Unified Fee Schedule (UFS) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Click [here](#) to see the 2019/2020 UFS. Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.

Septic: Yes No / Septic Installed: Yes No

Sewer: Yes No Name of Sewer Purveyor (if applicable):

Proposed Square Footages for this project (measured to outside wall):

Basement	sq.ft.	Main Floor	sq.ft.
Basement Type: <input type="checkbox"/> Heated <input type="checkbox"/> Unheated		Second Floor	sq.ft.
Other:	sq.ft.	Total Square Feet	sq.ft.

Heat Source (Check the primary fuel source for Heat / Hot Water)

Heating: Natural Gas Propane Electric Oil Geothermal Other

Hot Water: Natural Gas Propane Electric Oil Geothermal Other

Driveway Access and Utility Connection (work within the county right-of-way)

Does your project involve any work within the County road right-of-way (example: a new driveway or connection to utilities)? Yes No

If yes, please describe: _____

Please note: If upon inspection PW Encroachment staff determines an additional Encroachment Permit is required; you will be notified and received an invoice for the fees.

List materials used in the process of business activity (be specific & list quantities used or stored)

Any proposed fill, excavation or clearing must be noted below

FILL The deposit of earth material by artificial means.						
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft ³)	÷ By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
MATERIAL SOURCE:					TOTAL VOLUME:	CY

EXCAVATION The mechanical removal of earth materials. Grading is an excavation or filling or combination thereof. Earth material is any rock, natural soil, fill, or any combination thereof.						
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft ³)	÷ By 27	= Cubic Yard
Septic	X	X	=		/ 27 =	CY
Driveway/Road/Parking	X	X	=		/ 27 =	CY
Building site	X	X	=		/ 27 =	CY
Ditching/Trenching	X	X	=		/ 27 =	CY
Other	X	X	=		/ 27 =	CY
MATERIAL DESTINATION:					TOTAL VOLUME:	CY

CLEARING/CONVERSION	Defined as, "the destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils. WCC20.97.053
<i>Required</i> TOTAL AREA TO BE CLEARED and/or GRUBBED, IN ACRES:	
AREA OF TREE CLEARING, IN ACRES:	
TIMBER USE Personal Use: % Sell: % Burn: % Give Away: %	
FPA NUMBER (if applicable)	
If your project includes any tree cutting, a Forest Practices Application / Notification may be required. For questions related to permit requirements, contact the Washington Department of Natural Resources (DNR) at 360-856-3500.	

Please complete the following Agent Authorization only if an agent (someone other than the property owner) is applying for permit(s) on the property owner's behalf.

Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf.

I/we, _____, the owner(s) of the subject property, understand by completing this form I/we hereby authorize _____ to act as agent. I/we understand said agent will be authorized to submit applications on my behalf, and any fees associated with submitted applications are due to me and not to the said agent. I/we also understand once an application has been submitted all future correspondence will be directed to the agent.

Property Owner Printed Name

Property Owner Printed Name

Property Owner Signature

Property Owner Signature

Date

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Public Signature

Notary Public Printed Name

Notary Public in and for the State of Washington

Residing at _____

My appointment expires: ____/____/____

Disclaimer

The permittee verifies, acknowledges and agrees by their signature that:

- 1) If this permit is for installation of a dwelling, the dwelling is/will be served by potable water;
- 2) The property owner is the owner of this Whatcom County Permit;
- 3) The signatory is the property owner or someone who has permission to represent the property owner in this transaction;
- 4) All construction is to be done in accordance with Whatcom County codes or ordinances- *referenced codes and ordinances are available for review at Whatcom County Planning and Development Services;*
- 5) This Whatcom County Permit does not permit or approve any violation of federal, state or local laws, codes or ordinances;
- 6) Submission of plans or additional information and subsequent approval may be required before this application can be processed;
- 7) Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment (or guarantee payment on behalf of the client I am representing, noted on the Agent Authorization Form above) of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule, including the Application of Fees from Different UFS Schedule Policy PL1-74-003Z, and agree to be bound personally as a principal and not as a surety. I recognize my personal guarantee is part of the consideration for review of the application.

Print Name

Owner or Agent Signature

Date