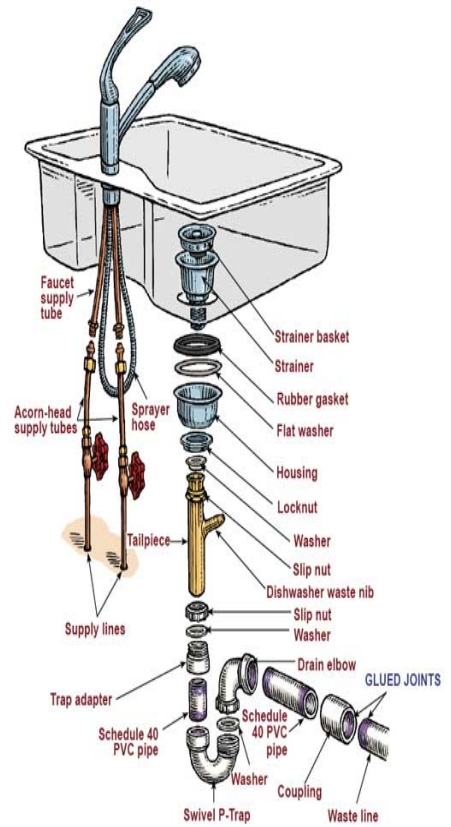
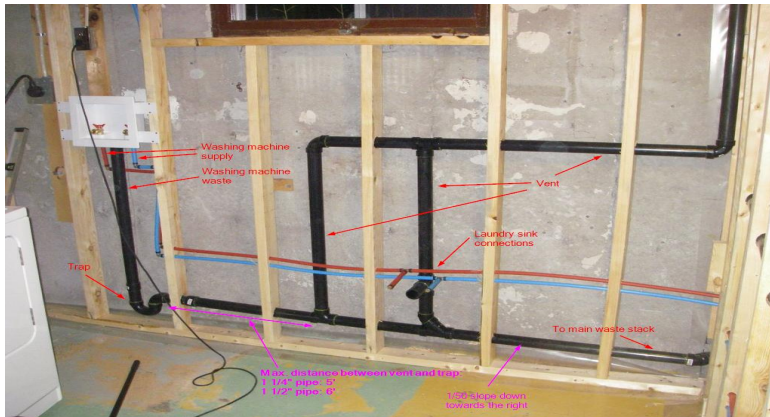




# Plumbing Permit Application Packet



## City of Sultan

PLANNING DEPARTMENT - BUILDING DIVISION

319 Main St. Sultan, WA 98294

Phone (360) 793-2231 Fax (360) 793-3344



## **PLUMBING PERMIT - FREQUENTLY ASKED QUESTIONS**

**What is a plumbing permit?** A plumbing permit is needed when installing or altering water or drainage piping, or adding, replacing and repairing plumbing fixtures within the building. In particular, a plumbing permit is required when installing water heaters, installing a hose bib or ice maker, replacing a dishwasher or toilet, and relocating a gas or electric hot water tank.

**What is the purpose of plumbing permit?** The purpose of or plumbing permit is to ensure that the fixtures and piping associated with the permit are installed correct and are safe for use by the current building occupant and future building occupants.

**Do plumbing permits require an inspection?** Yes, most plumbing permits will only require a final inspection once all the work has been completed. Some large scale residential and commercial projects may require additional inspections.

**How much will the permit cost?** The cost of the permit will vary depending on the number of fixtures and piping being added, repaired, altered, or replaced. Each plumbing permit has a base fee plus each fixture being worked on, had an associated fee along with it. Commercial plumbing permits have an attached plan check fee and a fee based on the value of the project.

**What is the process for approval for a plumbing permit?**

1. When you are ready to submit your application to the City, you may bring all required items for a complete application to city hall or submit the permit and plans digitally via e-mail.
2. A City Staff member will review your application using the attached submittal checklist to determine if it is complete. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
  - a. The City will mail you a letter indicating the changes that must be made to the application.
  - b. You have 180-days to modify your application and resubmit it to the City.
  - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner.

**Note:** This packet is to help you complete your application. **The Sultan Municipal Code (SMC), the 2015 Uniform Plumbing Code (UPC), the 2015 International Residential Code (IRC) and the International Building Code (IBC) will give you more code requirements.**

**Additional Questions and Information:** If you have more questions please contact the Planning Department or stop by City Hall. Contact information is available at the top of each page.



## PLUMBING PERMIT – SUBMITTAL CHECKLIST

**Applicant:** Please check the “Applicant” boxes below when each item is complete and ready for review.

### APPLICATION REQUIREMENTS

#### 1. Type I Permit Application Form.

Staff      Applicant  
       Completed and Signed Application.

#### 2. Plumbing Fixture Count.

Staff      Applicant  
       Completed count.

#### 3. Line Drawings (for commercial plumbing permits only).

Staff      Applicant  
       Two copies of the line drawings.

#### 4. Fees.

Staff      Applicant  
       Fees paid (see current 2019 Fee Schedule).

Staff      Applicant  
       Current City Business License <http://bls.dor.wa.gov/cities/sultan.aspx>

Date Stamp Area

Staff Initials: \_\_\_\_\_

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BUILDING DIVISION  
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**TYPE I PLUMBING PERMIT APPLICATION**

**Application for:**

Check all that apply

<input type="checkbox"/> Building	<input type="checkbox"/> Fireworks Stand	<input checked="" type="checkbox"/> Plumbing
<input type="checkbox"/> Commercial	<input type="checkbox"/> Flood Hazard	<input type="checkbox"/> Public Works _____
<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> Residential Building
<input type="checkbox"/> Fence	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Roof
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Multi-Family Building	<input type="checkbox"/> Sign
<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Other _____	<input type="checkbox"/> Tenant Improvements

Note: Staff can assist you in determining which permits are needed for your  
**PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION. MISSING INFORMATION MAY INCREASE THE PROCESSING TIME OF THIS APPLICATION. CURRENT 2019 FEE SCHEDULE AND CURRENT BUILDING CODE 2015 UPC ARE BEING USED. NOTE: PERMIT FEES DOUBLE WHEN WORK HAS STARTED WITHOUT A PERMIT.**

**Applicant:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Property Owner (if other than applicant):**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Contractor (if using one):**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 License Number: \_\_\_\_\_ Expires: \_\_\_\_\_ Verified: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

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**TYPE I PLUMBING PERMIT APPLICATION (CONTINUED)**

**PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION.**

**Project and Property Information:**

Tax Parcel Number(s): \_\_\_\_\_ Acres/Square Feet: \_\_\_\_\_

Property Address or general location (if no address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Zoning (check one):  LDR  MDR  HDR  HOC  M  UC  P/I

Is property served by City water service?  Yes  No

Is property served by City sewer system?  Yes  No

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Valuation: \$ \_\_\_\_\_

Date of pre-application (if applicable): \_\_\_\_\_

**Complete and attach submittal checklist(s) for each application being applied for.**

**For the applicant:**

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For the property owner:**

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**2019 - PLUMBING FEE WORKSHEET**

**NUMBERS IN RED ARE BASE NUMBERS FOR PLUMBING PERMIT – ADD FIXTURES TO BASE AMOUNT**

Please indicate how many plumbing fixtures will be added or replace during the project and add that to the base fee, plan review fee and inspection fee to get your total amount due. Commercial plumbing permits will be assessed a 40% plan review fee when the application is submitted.

**Plumbing Permit Fixture Count**

Number	Description	Price Per	Amount Due
	Additional Plan Review Fees-----	\$50.00	
	Alteration/Repair Piping-----	\$15.60	
	Backflow Assembly-----	\$26.00	
X	Base Plumbing Fee-----	\$31.25	\$31.25
	Bath/Shower Combo-----	\$15.60	
	Building Main Waste-----	\$25.00	
	Clothes Washer-----	\$15.60	
	Dishwasher-----	\$15.60	
	Drinking Fountain-----	\$15.60	
	Floor Drains-----	\$15.60	
	Grease Interceptor-----	\$100.00	
	Grease Trap-----	\$25.00	
	Hose Bibbs-----	\$15.60	
	Icemaker/Refrigeration-----	\$15.60	
X	Inspection Fee (All)-----	\$50.00	\$50.00
	Laundry Tray-----	\$15.60	
	Lavatory-----	\$15.60	
	Medical Gas Piping < 5 inlets/outlets-----	\$60.00	
	Medical Gas Piping > 5 inlets/outlets-----	\$5.00	
	Miscellaneous Appliance (no other fee in schedule)-----	\$20.85	
	Pre-Treatment Interceptor-----	\$15.60	
X	Processing Fee on all Permits not requiring Plan Review-----	\$31.25	\$31.25
	Re-Inspection Fee (All)-----	\$105.00	
	Roof Drains-----	\$15.60	
	Shower (only)-----	\$15.60	
	Sink (bar, service, etc.)-----	\$15.60	
	Supplemental Permit Fee-----	\$15.60	
	Toilets-----	\$15.60	
	Urinal-----	\$15.60	
	Valuation Based on Project Cost \$ _____-----	\$00.00	
	Water Heater-----	\$15.60	
<b>= Total Fixtures</b>		<b>Total =</b>	