



BUILDING AND FIRE SAFETY SERVICES

SINGLE FAMILY RESIDENCE BUILDING PERMIT APPLICATION PACKET

Welcome to the City of Gig Harbor,

The information provided to you in this packet is intended as a tool to help you navigate the process of a building permit application for a single family residence. It includes all the applications and forms necessary for a complete building permit application submittal.

There are the occasional exceptions where the historic district, shorelines or critical areas, etc. may require additional information. However, the brochure/information side of the packet can help you make that determination.

Please be sure to read through all the literature provided to you on the information side of the packet as it will help you make sure your project complies.

For example:

1. Does your site plan show the required setbacks?
2. Do you include lighting details?
3. Have you answered all the questions on the Submittal Checklist?
4. Are all your forms/applications complete with contact information?

These are just a few of the questions that reading through all the literature can help you answer.

Please note, completion of all the enclosed materials along with any additional information you can provide us with will aid us in the review process of your submittal and it will also expedite the time it will take for us to issue your permit.

Should you have any questions about any of the materials or forms in your packet, please contact us. We look forward to working with you and making your project a success!



Community Development Department CLIENT ASSISTANCE MEMO

SINGLE FAMILY PERMIT APPLICATION INFORMATION

Welcome to the City of Gig Harbor,

This information is provided and intended as a tool to help you navigate the process of your building permit application for a single-family residence and what to expect next.

Your permit number for address: _____
is _____ Date of Application _____

You can follow the review process for your application by creating a portal user account at: <https://ci-gigharbor-wa.smartgovcommunity.com/Public/Home> or call us at 253.851.6170 and reference the information above.

Generally, you can expect the 1st review of your complete application and construction plans to take approximately 4 weeks. Your application and plans are reviewed for compliance with all city codes, including but not limited to building codes, zoning codes, stormwater conveyance and detention as well as utility connection and impact fee costs. If necessary, a second review can be expected to take approximately 2 weeks.

Please make yourself aware of all permit and utility fees that will be due payable prior to issuing of your building permits. In addition to your building permit & design review fees, you can expect, in most cases to pay:

Water - General Facility Charge	\$ 7300.00
Water - Meter Charge	\$ 486.00
Sewer - General Facility Charge	\$ 9640.00
Stormwater - General Facility Charge	\$ 1770.00
Park Impact Fee	\$ 1500.00
Transportation Impact Fee	\$ 6449.00
School Impact Fee	\$ 4462.00

Special Charges: (may be required)

As-built fee (refundable - utilities)	\$150.00
Sewer Stub Inspection Fee	\$125.00
Water Service Tap in Construction	\$ Actual Cost **

**Actual Cost will include materials, labor and equipment time, for water service tap +10% administrative charge. (estimated between \$2,000-\$4000) *Billed at time of installation.*



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

ELECTRONIC PLAN SUBMITTAL

APPLICANT DIRECTIONS FOR ONLINE PLAN REVIEW

The City of Gig Harbor is pleased to offer electronic online plan review

PRIOR TO SUBMITTING YOUR PLANS AND RELATED MATERIALS TO THE CITY YOU MUST:

Complete a Construction Permit Application for building, plumbing, mechanical or the appropriate fire permit application found at: <http://www.cityofgigharbor.net/212/Building-Permits-Forms-Fees>

SUBMIT THE APPLICATION TO GIG HARBOR BUILDING & FIRE SERVICES

Submit the application via email to: buildingintake@gigharborwa.gov

FOLLOWING APPLICATION SUBMITTAL

You will be contacted and given a permit number, fee invoice, fee payment options and instructions for uploading plans.

PAYMENT OPTIONS:

- By mail: 3510 Grandview Street, Gig Harbor, WA 98335
- Via phone to your contact: Visa/MasterCard (2% *transaction fee*)
- In person to the City of Gig Harbor cashier: Visa/MasterCard (2% *transaction fee*), Cash or Check
- Online via the City website: Visa/Mastercard (2% *transaction fee*)

For online payment, you will need to create an account on the City permit portal:

<https://ci-gigharbor-wa.smartgovcommunity.com/Public/Home>

UPLOADING PLANS TO BOX

You will be given an email address that is specific to your plan file, you will use this address to submit (upload) your plans and all related materials. Please be sure the files are standard PDF, flattened and unlocked so that approval stamps and redlines can be applied.

AFTER PLANS ARE REVIEWED

City staff will send reviewed files to you via email with notations on any corrections or additional information needed. Once all matters have been addressed by the applicant, reviewed and approved by City staff; you will be issued approved plans, inspection card(s) and permit(s) in PDF format. Documents will be sent via email. The applicant is responsible for printing out and having all documents available on site for inspections.

Please Note: Any remaining fees must be paid prior to issuance of permit(s)



BUILDING AND FIRE SAFETY SERVICES

SINGLE FAMILY SUBMITTAL CHECKLIST

SINGLE FAMILY SUBMITTAL CHECKLIST | MINIMUM REQUIREMENTS

The following is a list of minimum requirements for submittal of a complete building permit application for Single Family Residences. These are the minimum requirements; other documents may be required after review of the submitted application.

- ☐ Complete Construction Application.
- ☐ Complete Design Review application for Single Family Residences.
- ☐ Building Plans: Architectural and structural pages
- ☐ Site Plans: Must show setbacks, property lines, and impervious surface calculations.
- ☐ Civil/Storm Water Plans: Showing roof and footing drain infiltration design or storm water and erosion control elements, and proposed water and sewer connections.
- ☐ Washington State Energy Code forms
<http://www.energy.wsu.edu/buildingefficiency/energycode.aspx> (for useful information and forms)
- ☐ Engineering Structural Calculations: i.e.: shear walls, structural, trusses
- ☐ Complete plumbing application form. (*Found on construction application*)
- ☐ Complete mechanical application form. (*Found on construction application*)
- ☐ CRC applications for sewer, water and traffic (Concurrency Reservation Certificate).
- ☐ Fire flow information & location of nearest hydrant.
- ☐ Details on all proposed fencing.
- ☐ Details on all proposed outdoor lighting.
- ☐ Height of house and garage – Include elevation of the highest point within the buildable area of the lot (must be within 50 feet of the proposed building footprint) and the top of roof elevations for the house and garage.
- ☐ Note: A separate permit may be required for a retaining wall.

PLEASE ANSWER THESE QUESTIONS TO SEE IF ADDITIONAL INFORMATION IS NEEDED

1. What is the property's zoning district? _____
Are there critical areas, wetlands, or steep slopes on or around the site? ☐ Yes ☐ No
2. *Courtesy inspections are available – reports may be required*
Is the house located along a parkway? ☐ Yes ☐ No
3. *If yes, additional design requirements must be met. See the City's Design Manual, GHMC 17.99.160*
Is the house located on a prominent parcel? ☐ Yes ☐ No
4. *If yes, additional design requirements must be met. See the City's Design Manual, GHMC 17.99.160*
Is the house located in the height restriction area? ☐ Yes ☐ No
5. *If yes, additional design requirements must be met. See GHMC 17.62 and GHMC 17.99.370(D)*
Is the house located in the historic district? ☐ Yes ☐ No
6. *If yes, additional design requirements must be met. See the City's Design Manual, GHMC 17.99.50*

Please return this form with your complete application, if you have questions please contact the Community Development Department



BUILDING AND FIRE SAFETY SERVICES

BD: _____
PP: _____
MP: _____

CONSTRUCTION APPLICATION

Project Address:				Parcel Number:			
Applicant:			Phone:		Email:		
Applicant Address:				City/State/Zip:			
Contact Name:			Phone:		Email:		
Property Owner:				Phone:			
Owner Address:				City/State/Zip:			
Contractor:			Phone:		Email:		
Contractor Address:				City/State/Zip:			
Contractor License Number:				Expiration Date:			
Architect:			Phone:		Email:		
Architects Address:				City/State/Zip:			
Engineer:			Phone:		Email:		
Engineers Address:				City/State/Zip:			
Loan Lender:				Phone:			
Water Purveyor:				Phone:			
Describe the Work:							
Use of Structure:				Occupant Load:			

BUILDING PERMIT				PLUMBING PERMIT		
SQ. FT	OCC.	CONSTRUCTION TYPE	VALUATION			
				TOTAL TRAPS		
				WATER HEATERS		
				WATER PIPING		
				RPBA/DOUBLE CHECKS		
				PLAN CHECK		
				TOTAL PLUMBING FEE		
SHADED AREAS FOR CITY USE				MECHANICAL PERMIT		
				HEATING		
				VAV		
				DIFFUSERS/GRILLS		
				VENTILATION		
				GAS PIPING		
				FIREPLACE		
				PLAN CHECK		
				TOTAL MECHANICAL FEE		

FEES	
TOTAL VALUATION (BY APPLICANT)	
WASH. STATE FEES (BCC)	
BASIC FEE	
PLAN REVIEW FEE	
PENALTY	
TOTAL BUILDING PERMIT FEE	

I certify that I have read this application and state that the above information is correct. I agree to comply with all the City ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Gig Harbor to enter upon the above-mentioned property for inspection purposes. I also agree to save, indemnify, and keep harmless the City of Gig Harbor, against all liabilities, judgments, costs, and expenses which may in any way accrue against said City in consequence of the granting of this permit.

Applicant Name (Print)	Applicant Signature	Date
Gig Harbor City Official	Date	

3510 Grandview Street | Gig Harbor, WA 98335 | Phone (253) 851-6170 | www.gigharborwa.gov

The City of Gig Harbor is pleased to offer electronic plan review.
Please submit completed application to buildingintake@gigharborwa.gov

Revised 11/2024



BUILDING & FIRE SAFETY

REVISION/CORRECTION SUBMITTAL FORM

Additional or revised plans or documents for an active project will not be accepted unless accompanied by this completed form. Mailed re-submittals that do not include this form or that do not contain the correct number of copies will not be processed.

SUBMITTAL REQUIREMENTS:

All revisions/correction submittals **MUST** contain the following:

- ☐ A completed City of Gig Harbor Revision/Correction submittal form
- ☐ Always submit the same number of copies as required for your initial application
- ☐ Revised structural calculations and/or technical reports, if applicable (must be stamped by the engineer of record)
- ☐ Revised civil plans, if applicable (must be stamped by the engineer)
- ☐ A written letter to the City that shows an **itemized summary of your submittal description of each change or revision in detail** (must include sheet and detail numbers)
- ☐ All changes **MUST BE CLOUDED** or **HIGHLIGHTED** on each plan set
- ☐ Fees for 3rd submittal - Engineering

Date:		Permit Number:	
Property Address:			
Project Name:			
Contact Name:			
Phone:		Email:	

TYPE OF SUBMITTAL:

- ☐ **REVISION:** A change the applicant has made to a plan that is either:
 1. An approved plan already issued by the City for Building, Fire or Engineering only or
 2. A project under current plan review
- ☐ **CORRECTION:** An applicant response to a correction letter written by the City to the applicant

Has a permit already been issued? ☐ Yes ☐ No

Please describe revision/correction submittal: *List affected sheets***

**Re-submittal of plans to the Planning Department must be complete plan sets.

**When more than two (2) sheets will be changed for any other department, please submit the required number of new full plan sets or make an appointment to "slip sheet" the revised/corrected pages. Non-applicable for electronic submittals.

STAFF USE ONLY

RECEIVED BY:

DATE SUBMITTED:



BUILDING AND FIRE SAFETY SERVICES

BUILDING PERMIT FEES

Building Permit Fees: The Fee for each permit shall be as set forth in Table 1-1 of Resolution 1321. The determination of value or valuation under any of the provisions of this code shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

TABLE 1-1 – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$34.00
\$501.00 to \$2,000.00	\$34.00 for the first \$500.00 plus \$5.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to 25,000.00	\$96.00 for the first \$2,000.00 plus \$21.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$535.00 for the first \$25,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and include \$50,000.00
\$50,001.00 to \$100,000.00	\$880.00 for the first \$50,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,00.00
\$100,001.00 to \$500,00.00	\$1358.00 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000	\$4420.00 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7666.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof
Demolition Permit	\$170.00
Residential Reroof, SFR or Duplex	\$170.00

Plan Review Fees: A plan review fee shall be paid at the time of submitting the application documents for plan review. Said plan review fee shall be **65 percent** of the building permit fee as shown in Table 1-1 of Resolution 1321.



BUILDING AND FIRE SAFETY SERVICES

MECHANICAL PERMIT FEES

The fee for each permit shall be as set forth in the current fee resolution tables 1-4.

MECHANICAL & FUEL GAS PERMIT FEES TABLE 1-4	
For issuing each permit	\$40.00
Unit Fee Schedule (in addition to issuance fee above)	
HVAC units including furnace, RTU, heat pump & split	\$26.00
Each appliance vent or diffuser or return without appliance	\$13.00
Repair of each appliance & refrigeration unit	\$24.00
Each boiler / compressor	\$26.00
Each air handler	\$20.00
Each VAV box	\$20.00
Each evaporative cooler other than portable type	\$20.00
Each ventilation fan connected to a single duct	\$13.00
Each ventilation system not part of a system under permit	\$20.00
Each commercial hood served by mech. Exhaust system including the ductwork	\$85.00
Each piece of equipment regulated by the mechanical code but not listed in this table (fireplace inserts)	\$20.00
Each fuel gas piping system of one to five outlets	\$10.00
Each additional fuel gas outlet	\$4.00
Propane tank installation	\$80.00

PLAN REVIEW FEE

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all mechanical permits

EXCEPTION

No plan review fee will be charged for mechanical permits related to residential construction regulated under the International Residential Code.

BUILDING AND FIRE SAFETY SERVICES

PLUMBING PERMIT FEES

The fee for each permit shall be as set forth in the current fee resolution tables 1-3.

PLUMBING PERMIT FEES TABLE 1-3	
For issuing each permit	\$34.00
Unit Fee Schedule (in addition to items 1 above)	
For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$12.00
For each building sewer and each trailer park sewer	\$25.00
Rainwater Systems – per drain (inside building)	\$12.00
For each private sewage disposal system	\$66.00
For each water heater and/or vent	\$12.00
For each gas-piping system of one to five outlets	\$10.00
For each additional gas-piping system outlet (per outlet)	\$4.00
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$25.00
For each installation, alteration, or repair for water piping and/or water treating equipment, each	\$12.00
For each repair or alteration of drainage or vent piping, each fixture	\$12.00
For each private landscape irrigation system on any one meter including backflow protection devices therefore	\$12.00
For each atmospheric-type vacuum breakers not included in above item	\$3.00
For each backflow protective device other than atmospheric-type vacuum breakers	\$24.00
For each gray water system	\$66.00
For initial installation and testing for a reclaimed water system (excluding initial test)	\$50.00
For each medical gas piping system service one to five inlet(s)/outlet(s) for a specific gas	\$83.00
For each additional medical gas inlet(s)/outlet(s)	\$10.00

PLAN REVIEW FEE

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all plumbing permits.

EXCEPTION

No plan review fee will be charged for plumbing permits related to residential construction regulated under the International Residential Code.



OFFICE USE ONLY

SUBMITTED: _____

CASE NO.: _____

RESIDENTIAL DESIGN REVIEW APPLICATION

Project Name:			
Project Address:			
Tax Assessor Parcel Number(s): <i>Attach separate sheet if too long</i>			
Acreage or Parcel Size:		Parcel Zoning:	

APPLICANT/AGENT <input type="checkbox"/> Primary Contact for Application			
Name:		Phone:	
Street:		Fax:	
City/State/Zip:		Email:	

PROPERTY OWNER(S) <input type="checkbox"/> Applicant <input type="checkbox"/> Primary Contract for Application			
Name:		Phone:	
Street:		Fax:	
City/State/Zip		Email:	

TYPE OF PROPOSED DEVELOPMENT SIZE			
New Construction:		Existing:	
Expansion:		Remodel:	
Age of Structure:			

Existing land characteristics: (Describe (or illustrate separately) existing land characteristics, including present use, general site conditions:

Property Owner(s)

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Signature by Property Owner: _____ Date: _____

Consolidated Permit Processing:

"As the applicant, I (we) elect to have all planning permits submitted concurrently and associated with our project processed collectively under the highest numbered permit procedure per GHMC 19.01.002(B)."

_____ (Initials)

GENERAL QUESTIONS

The following questions are intended to facilitate the design review process and to assure that all relevant design criteria are addressed in each application. City of Gig Harbor planning staff is happy to help you with these questions.

- | | | |
|--|-----|----|
| 1. Are there critical areas, wetlands, or steep slopes on or around the site? | Yes | No |
| 2. Does the site of the proposed project front a designated Parkway?
If yes, additional design requirements must be met, see the City's Design Manual Section 17.99.140 | Yes | No |
| 3. Is any portion of the subject site within a designated Enhancement Corridor?
If yes, additional design requirements must be met, see the City's Design Manual Section 17.99.160 | Yes | No |
| 4. Is the project located on a Prominent Parcel?
If yes, additional design requirements must be met, see the City's Design Manual Section 17.99.210 | Yes | No |
| 5. Is the project located in the Historic District?
If yes, additional design requirements must be met, see the City's Design Manual Section 17.99.500 | Yes | No |
| 6. Is the project located in the Height Restriction Area?
If yes, additional design requirements must be met, Chapter 17.62 GHMC and the City's Design Manual Section 17.99.370 D | Yes | No |

DESIGN REVIEW APPLICATION REQUIREMENTS

The following are the submittal requirements for design review of your proposed project. This is not a complete list of requirements for a building permit submittal. For a complete list, please refer to the submittal checklist or speak to Patty McGallian (253)851-6170. These are the minimum requirements for design review, depending on the answers to the above questions, more information may be needed.

- ☐ Building plans showing exterior elevations, siding materials and trim detail.
- ☐ Plans showing all site improvements, required setbacks and existing and retained vegetation.
- ☐ Details on all proposed fencing.
- ☐ Details on all proposed outdoor lighting.
- ☐ Impervious surface calculations.
- ☐ Height survey prepared by a licensed Surveyor of house and garage- Include elevation of the highest point within the buildable area of the lot (must be within 50 feet of the proposed building footprint). Also include the top of the roof elevations for house and garage.

SUBMITTAL REQUIREMENTS AND WORKSHEET

All design review applications for single-family permits shall include the following information. Plans and details can be incorporated into the building permit set or be a stand-alone design review application. Include completed worksheet with completed Master Planning Permit Application submittal.

Base Plan Permit No. or Model Name: _____

Site plan:

- ☐ Building Footprint
(including any floor plan options)
- ☐ All Site Improvements
- ☐ Retaining Walls
- ☐ Required Setbacks
- ☐ Existing and Retained Vegetation
- ☐ Location of Mechanical Units
- ☐ Impervious Surface Calculations
- ☐ Elevation of High Point (Height
Restriction Area)

Shown on Sheet: _____

Building Plans:

- ☐ Exterior Elevations
- ☐ Siding Materials
- ☐ Trim Details
- ☐ Eave Details (including gutters)
- ☐ Window Size and Details

Shown on Sheet: _____

Details:

- ☐ Fencing **or** ☐ Defer to Planning Final Inspection
- ☐ Outdoor and Building lighting **or** ☐ Defer to Planning Final Inspection

Garage:

How is the garage being de-emphasized? See [GHMC 17.99.490\(A\)](#) or [GHMC 17.99.520\(A\)](#) Pick One:

- ☐ Locate Garage Behind House
- ☐ Recess Vehicular Entrances
- ☐ Emphasize Windows and Porches (include front façade glazing calcs on elevation)
- ☐ Increase Window Area (include front façade glazing calcs on elevation)
- ☐ Place Garage Entry on Side of House
- ☐ Garage Door Placement

Height Restriction Area or Historic District:

- ☐ Height of house and garage: On a height survey prepared by a licensed surveyor include the elevation of highest point within buildable area on the lot (must be within 50 feet of proposed building footprint). Also include the top of roof elevation for house and garage.



Public Works Department
CLIENT ASSISTANCE MEMO

SFR Infill Lots – Stormwater Requirements

To better serve our citizens, the city is providing a Client Assistance Memo addressing stormwater requirements for single family residential infill lots. These lots are outside of a plat development.

Use Table 3.1 to identify the project threshold and determine what plans are required, i.e. Abbreviated Plan, Drainage Control Plan, and/or Construction Stormwater Pollution Prevention Plan.

Abbreviated Plan

The purpose of an Abbreviated Plan is to assure the project complies with applicable minimum requirements, incorporate requirements that achieve the intent and purpose of critical areas, and to prevent development related stormwater runoff from impacting neighboring properties. Details of an Abbreviated Plan can be found in the 2016 City of Gig Harbor Stormwater and Site Development Manual, [Volume I, Section 3.2](#).

Abbreviated Plans must include site development drawings containing all the pertinent information necessary for construction of a project. This may include applicable drainage, grading, sediment control, and topographic survey information, as well as any applicable notes or details.

Basic Abbreviate Plan

If new, replaced, or new plus replaced hard surfaces are greater than or equal to 500 square feet but less than 2,000 square feet, or land-disturbing activity is less than 7,000 square feet, a Basic Abbreviated Plan can be submitted. The Basic Abbreviated Plan must demonstrate that Minimum Requirements #2 and #4 are being met.

Advanced Abbreviated Plan

If new, replaced, or new plus replaced hard surfaces are greater than or equal to 2,000 square feet, or if land-disturbing activity is greater than or equal to 7,000 square feet, an Advanced Abbreviated Plan must be submitted. The Advanced Abbreviated Plan must demonstrate how Minimum Requirements #1 through #5 are being met.

Advanced Plans must also include a complete Construction SWPPP, Soils Report Requirements, and Establishment of a Maintenance Covenant. Details of these items are found within Sections 3.2.7 through 3.2.9.

Drainage Control Plan

If your project threshold triggers a Drainage Control Plan, follow Section 3.3 for requirements.

SFR Infill Lots – Stormwater Requirements

Table 3.1. Thresholds for Abbreviated Plans, Construction Stormwater Pollution Prevention Plans, and Drainage Control Plans.

Category ^{1,2}	≥500 sf New or Replaced Impervious/Hard Surface	≥2,000 sf New or Replaced Impervious/Hard Surface or ≥7,000 sf Land Disturbed	≥5,000 sf New or Replaced Impervious/Hard Surface, or ≥0.75 ac of Vegetation Converted to Lawn, or ≥2.5 ac Native Vegetation Converted to Pasture, or ≥250 cy Materials Moved
1 Subdivisions, Short Plats, Large Lots, One-Lot Subdivisions	AP	AP, SWPPP	SWPPP, DCP
2 Creation of New Impervious/Hard Surface ⁶	AP	AP, SWPPP	SWPPP, DCP ³
3 Construction of Roads, Shared Accesses, and Alleyways	AP	AP, SWPPP	SWPPP, DCP
4 Maintenance and Repair of Roads, Shared Accesses, and Alleyways		AP, SWPPP	SWPPP, DCP
5 Utility Line Work (construction or maintenance – inside R/W) ⁴		AP, SWPPP	SWPPP, DCP
6 Utility Line Work (construction or maintenance – outside R/W) ^{5, 6}		AP, SWPPP	SWPPP, DCP
7 Building Permit	AP	AP, SWPPP	SWPPP, DCP ³
8 Clearing	AP	AP, SWPPP	SWPPP, DCP
9 Grading	AP	AP, SWPPP	SWPPP, DCP
10 Driveway culvert installation in Roadside Swales/Ditches ⁷			

AP = Abbreviated Plan
DCP = Drainage Control Plan
SWPPP = Construction Stormwater Pollution Prevention Plan



3510 GRANDVIEW STREET
GIG HARBOR, WASHINGTON 98335
PHONE: (253) 851-6170
www.gigharborwa.gov

Office Use Only

S/B Acct # _____
S/B Lot # _____
Seq # _____
Ref # _____

UTILITIES SERVICE APPLICATION

Application No. _____ Parcel No. _____ Date _____

Applicant _____ Phone # _____

Mailing Address _____

STORM WATER GENERAL FACILITY CHARGE & CALCULATION:

Impervious Area (sf)	Calculation 4,400 sf = 1 unit	Units
General Facility Charge: \$1,770.00 per unit		Total Fees
*All detached single-family residences and mobile homes = 1 unit		\$

Service ADDRESS OR LOCATION: _____

Subdivision _____ Lot No. _____

Date of Hook-Up _____ Meter No. _____ Size _____

Meter Location _____

WATER SERVICE GENERAL FACILITY CHARGE & METER INSTALLATION CHARGES:

Meter Size	Capacity Factor(s)	General Facility Charge (Inside City Limits)	General Facility Charge (Outside City Limits)	Meter Charge	Total Fees
3/4"	1.00	\$ 7,300.00	\$ 10,950.00	\$ 486.00	\$
1"	1.67	\$ 12,191.00	\$ 18,286.50	\$ 567.00	\$
1-1/2"	3.33	\$ 24,309.00	\$ 36,463.50	\$1,130.00	\$
2"	5.33	\$ 38,909.00	\$ 58,363.50	\$1,800.00	\$
Over 2"	(per AWWA formula)	\$ (per City formula)	\$ (per City formula)	\$ (TBD)	\$

IMPACT & WATER LATECOMER FEES:

Park Impact Fees	Residential @ \$1,500.00	\$
Transportation Impact Fees	Residential @ \$6449.00 Commercial/Multi @ \$6861.00	\$
School Impact Fees	Residential @ \$4,462.00 Multi-Family Units @ \$2,354.00 per unit	\$
Water Latecomer Fees	Latecomer Fee Calculation \$ _____ Administration Fee \$ _____	\$

TOTAL STORMWATER, WATER, IMPACT & LATECOMER CHARGES: \$ _____.

BASIC SEWER SYSTEM GENERAL FACILITY CHARGE:

General Facility Charge – Inside City Limits: \$ 9,640.00	# ERU's *	Total Fee
General Facility Charge - Outside City Limits: \$ 14,460.00		\$ _____ .00

- Equivalent Residential Unit Calculation for non-residential service:

* _____ (_____ ERU's per _____) X (_____) = _____
Class of Service Conversion rate for appropriate unit (sq. ft., seats, students, etc.) Number of units Equivalent ERU's

SPECIAL CHARGES:

Check (X)	Type of Fee	Fee
<input type="checkbox"/>	Encroachment Permit Application & Fee	\$250.00
<input type="checkbox"/>	Sewer Stub Inspection Fee	\$125.00
<input type="checkbox"/>	House Stub Inspection Fee (\$25 in city / \$37.50 out - SFR only)	
<input type="checkbox"/>	As-Built Plans Fee - (Refundable - SFR only)	\$150.00
<input type="checkbox"/>	Sewer Latecomers Fee/Administration Fee	
<input type="checkbox"/>	Water main extension, street repairs, fire hydrant installation or tap-in service	Time and materials, plus 10% administrative fee. Billed at time of installation.

Total from Side One (Water, Impact & Latecomer): _____**Sewer System Connection Fees:** _____**Special Charges:** _____**TOTAL** _____

Application is hereby made by the undersigned property owner for the above stated utilities in the amount of: _____, at the above stated location, for the following purposes: _____, for which I agree to pay in advance the above estimated charges, the exact charges shall be paid as established by City Resolution, and will be determined at the time a water availability certificate issues and/or upon completion of installation and be payable immediately.

I further agree that all rates and charges for water, sewer, and storm water service to the above property shall be paid in accordance with the now-existing ordinances and regulations of the City, or any ordinances and regulations passed hereafter.

I understand that the City will use all reasonable effort to maintain uninterrupted service, but reserves the right to shut off the water at any time without notice for repairs, expansions, nonpayment of rates or any other reason and assumes no liability for any damage as a result or interruption of service from any cause whatsoever.

I understand that if the City issues a water availability certificate to me, such certificate shall be subject to all ordinances and regulations of the City, as they now exist or may hereafter be amended, and that such certificate expires within three (3) years from the date of issuance. If I do not pay the required fees and request an actual hook-up or connection to the above-identified individual parcel of property within this time period, a water availability certificate may be revoked.

I understand that the City shall maintain ownership in such water meters installed by the City and the City shall be responsible for providing reasonable and normal maintenance to such meters.

Applicant's Signature_____
Date**TO BE COMPLETED BY STAFF ONLY:**

Receipt No.	Fees Paid	Date
Received By:	Building Official	



City of Gig Harbor

Transportation Concurrency Management Program

Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please select one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ **Total Acreage** _____

3. Parcel # _____ (Attach a Legal Description and site plan)

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Capacity Reservation Certificate does not constitute land use or development approval.

Existing

- ☐ Short Plat ☐ Commercial/Industrial ☐ Mixed use
☐ Sub-division ☐ Multi-family (3+ units) ☐ Single-Family

Proposed

- ☐ Short Plat ☐ Commercial/Industrial ☐ Mixed use
☐ Sub-division ☐ Multi-family (3+ units) ☐ Single-Family

Phasing Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

5. Number of New PM Peak hour trips _____

☐ **Proposed Site Design Information** (attach Legal Description and a site plan depicting proposed road/driveway access point(s) for the development)

6. Land Use Codes: GHMC 19.10.011

(Most recent edition of Trip Generation from the Institute of Transportation Engineers)

Upon submission and acceptance of this completed Transportation CRC application, the Director shall conduct a Traffic Model Run and issue a Traffic Report for those applications meeting the requirements of the City of Gig Harbor Municipal Code, Section 19.10.003(B)(1). In performing the concurrency evaluation for transportation facilities, the Director shall determine, based on the conclusion of the Traffic Report, whether a proposed development can be accommodated within the existing or planned capacity of City transportation facilities.

If the Director determines that the proposed development will cause the Level of Service (LOS) of a city-owned transportation facility to decline below the Standards adopted in the transportation element of the city's comprehensive plan, and improvements or strategies to accommodate the impacts of development are not planned to be made concurrent with development, a Transportation CRC and the underlying development permit, if such an application has been made, shall be denied. Upon denial, the applicant may perform one of the following:

1. Appeal the findings of the Traffic Report in accordance with GHMC 19.10.021;
2. Offer alternative data and/or perform an independent traffic impact analysis at the applicant's sole expense in

support of alternative conclusions. Any study shall be in accordance with GHMC 19.10.027;

3. Modify the development proposal to lessen the traffic impacts and/or identify voluntary transportation improvements as mitigation to be provided by the applicant at the applicant's cost and re-apply for capacity review. Re-application shall require re-payment of the Traffic Report preparation fee in accordance with GHMC 19.10.011(B); or
4. Withdraw the CRC application.

☐ **Intent of Request for Credit: GHMC 19.12.083**

- A. Credit Allowed. The Director shall reduce the calculated proportionate share for a particular development by giving credit for the benefit factors described in this section.
- B. Procedure for Obtaining Credit, Time to Request Credit. **Request for credits** against impact fees will not be considered unless the developer makes the request in writing, concurrent with submission of the application for the underlying development permit triggering the impact fee. For example, credit for impact fees relating to a preliminary plat must be submitted concurrent with submission of the application for the preliminary plat application, not the final plat or building permits for development in the plat.
- C. Benefit Factors. The Director will consider the following benefit factors when determining whether an impact fee credit is appropriate:
 1. Developer's Dedication of Land and/or Construction of System Improvements. The value of any dedication of land for, improvement to, or new construction of any system improvements provided by the developer, to facilities required by the city that are identified in the capital facilities plan and that are required by the city as a condition of approving the development activity, as long as the following conditions are satisfied.
 - a. The system improvements are located on land owned by the city; and
 - b. A designated public owner is responsible for permanent, continuing maintenance and operation of the system improvements; and
 - c. The Director determines that the system improvements correspond to the type(s) of transportation system improvements that are reasonably related to the development as determined pursuant to this chapter; and
 - d. The Director determines an analysis of supply and demand data of the Six-Year Transportation Improvement Plan (TIP) that the proposed transportation system improvements better meet the city's need for transportation system improvements than would payment of funds to mitigate the transportation impacts of the development;
 - e. In the determination of credit toward the impact fee, the Director shall also consider the extent to which the proposed dedication or conveyance meets the following criteria:
 - i. The land should result in an integral element of the Gig Harbor road system;
 - ii. The land is suitable for future transportation facilities;
 - iii. The land is of appropriate size and of an acceptable configuration;
 - iv. The land has public access via a public street or an easement of an equivalent width and accessibility;
 - v. The land is located in or near areas designated by the city on land use plans for park, trail or recreational purposes;
 - vi. The land provides linkage between Gig Harbor and/or other publicly owned recreation and transportation properties;
 - vii. The land has been surveyed or adequately marked with survey monuments, or is otherwise readily distinguishable from adjacent privately-owned property;
 - viii. The land has no known physical problems associated with it, such as the presence of hazardous waste, drainage, erosion or flooding problems which the director or superintendent determines would cause inordinate demands on public resources for maintenance and operation;
 - ix. The land has no known safety hazards;
 - x. The developer is able to provide documentation, as nearly as practicable, of the land's compliance with the criteria of this subsection, and of clear title;
 - xi. The developer is able to provide and fund a long-term method, acceptable to the Director, for the management and maintenance of the land, if applicable.
- D. Requirement for System Improvement Plan. When the Director has agreed to a developer's proposal to satisfy some or all of the impact fee through the purchase, installation and/or improvement of transportation facilities, the developer shall prepare and submit a system improvement plan to the Director, for approval prior to recordation of a plat or short plat for subdivisions, and prior to issuance of a building permit for all other developments.
- E. Amount of Credit. The credit against the impact fee shall be equal to the fair market value of the purchased/dedicated property or equal to the cost of the completed system improvements. In those situations in which a developer has not yet installed or constructed system improvements and **requests a credit** for the system improvement(s), the City Engineer shall estimate the cost of the system improvements, which shall be the credit allowed to the developer in the decision on the amount of the impact fee. If a credit is granted for a system improvement that has not been constructed, the developer shall pay the full impact fee without the credit, at the time established in GHMC [19.12.110](#). After construction and/or installation of the system improvement, the developer may **request the credit** granted by the engineer under this subsection, and the city shall refund the difference of the impact fee to reflect the credit; provided, that if the city and the property owner have entered into a development agreement on or before the effective date of the ordinance codified in this section, and the agreement requires the construction of such improvements, the city may allow a credit to be subtracted from the impact fee paid at the time established in GHMC [19.12.100](#).

- F. PRDs, PUDs and Mobile Home Parks. A developer of a planned residential development, a planned unit development or a mobile home park may receive credit only for park, school and transportation facilities provided in addition to those normally required under SEPA for such developments pursuant to Chapter [18.04](#) GHMC.
- G. Credit to Apply Proportionately to Units. The amount of credit determined pursuant to this subsection shall be credited proportionately among all of the units in the development, and the impact fee for each unit for which a permit or approval is applied shall be reduced accordingly.
- H. Limits on Credit Requests. Applicants may not request that an impact fee credit be provided for a proposed development based on taxes, user fees, assessments, improvements, payments or other benefit factors applicable to property that is not included within the proposed development.
- I. Local Improvement Districts. Applicants shall receive credit against the impact fee equal to the amount of an LID assessment paid for transportation-related system improvements identified by the Director as increasing transportation system capacity.
- J. Appeals of Credits. The Director shall issue a written decision on the developer's request for a credit of the impact fee calculation, which shall explain why the credit was granted or denied. The developer may request reconsideration and appeal the impact fee amount and credit pursuant to GHMC [19.12.170](#). If the procedures in GHMC [19.12.170](#) are not timely followed to request an appeal of the credit, the Director's decision on the impact fee credit shall be final. (Ord. 1079 § 2, 2007).

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____

Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

City Road Segment: _____

Approved Reservation Capacity: _____ P.M. Peak Hour trips

City Engineer Approval: _____

Date: _____



City of Gig Harbor Water Concurrency Management Program Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please circle one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ Total Acreage _____

3. Parcel # _____ (Attach a Legal Description with this application)

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Water Capacity Reservation Certificate does not constitute land use or development approval.

Existing

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Proposed

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Project Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

Proposed Water Use (In ERU's, Including Irrigation): A preliminary water hydraulic report shall be submitted with this application in accordance with **GHMC 19.10.011**.

Single-Family: _____ (1 ERU = 200 GPD)

Commercial/ Industrial/ Other: _____

Number of meters requested: _____

Size of each meter: _____

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____ Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

Approved Reservation Capacity: _____ Water ERU's

Public Works Superintendent Approval: _____

Date: _____



City of Gig Harbor Sewer Concurrency Management Program Capacity Reservation Certificate Application

Submit completed application to:
City of Gig Harbor Public Works Department
3510 Grandview Street, Gig Harbor, Washington 98335
(253) 851-6170

\$280.00 Paid (Commercial Only) _____

Today's Date _____

Gig Harbor Project # _____

1. Applicant (Developer or Owner) please circle one

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

2. Property Owner (If other than applicant)

Name _____ Company _____ Telephone _____

Address _____ City/State/Zip _____

Project Name _____

Project Address _____ Total Acreage _____

3. Parcel # _____ (Attach a Legal Description with this application)

4. Property Description (check one)

Note: Applicants are responsible for accurate land use designations. The issuance of a Sewer Capacity Reservation Certificate does not constitute land use or development approval.

Existing

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Proposed

☐ Short Plat ☐ Commercial/Industrial ☐ Single-Family
☐ Sub-division ☐ Multi-family (3+ units)

Project Information

A. Number of new dwelling units _____ B. Commercial building area in gross square feet _____

Proposed Sewer Use (In ERU's): A preliminary sewer hydraulic report shall be submitted with this application in Accordance with GHMC 19.10.011.

Single-Family: _____ (1 ERU = 150 GPD) **Commercial/ Industrial/ Other:** _____ (see GHMC 13.32.060)

Signature: _____
(Property Owner signature)

Date: _____

☐ I, the property owner, authorize my agent to receive all original correspondence (initial) _____

Agent's Name _____ Address _____

Questions?

Please call (253) 851-6170 if you have any questions about the Concurrency Management Program.

FOR CITY USE ONLY:

Approved Reservation Capacity: _____ Sewer ERU's

Wastewater Treatment Plant Supervisor Approval: _____ Date: _____