



DETENTION FACILITIES

Online application required. Submit online at www.MyBuildingPermit.com.

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This intake checklist identifies minimum application elements necessary for the Department of Community Development to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

Development Services permit application requirements per BMC 11.06.002

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information (**one of each item required**):

Applicant	Staff
<input type="checkbox"/> A completed Permit Application form.....	<input type="checkbox"/>
<input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations.	<input type="checkbox"/>
<input type="checkbox"/> The submittal fee (based on contractor's written estimate - copy required at time of application).	<input type="checkbox"/>
<input type="checkbox"/> Development Review Billing Form D	<input type="checkbox"/>
<input type="checkbox"/> Submittal fees (building plan check fee + engineering review fee + 5% technology fee)	<input type="checkbox"/>
<input type="checkbox"/> Completed Special Inspections Form Y	<input type="checkbox"/>

Requirements for a complete application:

Applicant	Staff
<input type="checkbox"/> Plans (3 sets) showing all dimensions, materials and components, reinforcing, etc., drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum.	<input type="checkbox"/>
<input type="checkbox"/> Three (3) sets of structural calculations	<input type="checkbox"/>
<input type="checkbox"/> Design shall be completed and wet-sealed by a licensed P.E.....	<input type="checkbox"/>
Overall Site Plan (3 sets) showing the proposed structure in plan view indicating the following:	
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed streets surrounding the property	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)	<input type="checkbox"/>
<input type="checkbox"/> Property lines	<input type="checkbox"/>
<input type="checkbox"/> Site acreage	<input type="checkbox"/>
<input type="checkbox"/> All present improvements on property	<input type="checkbox"/>
<input type="checkbox"/> Distances from the proposed vault to property lines, other buildings on the site and roads or streets (including maintenance access roads).	<input type="checkbox"/>