



**CHANGE OF USE
COMMUNITY DEVELOPMENT
BUILDING DIVISION**

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. If you have any questions please call the Permit Center at 360-863-4501.

SUBMITTAL: <https://monroe.onlama.com/>

Below is a checklist of items that must be submitted as part of your application for a Change of Use. Additional information may be required to review the proposal.

- ✓ If any construction, alteration, repair, etc. is proposed that requires a permit, a separate Tenant Improvement permit will be required in addition to the Change of Use permit.
- ✓ Any alteration, repair, or enlargement to a building of any occupancy 4,000 sq. ft. and greater requires a WA State Licensed Architect or WA State licensed Engineer stamp on the plans.

SUBMITTAL CHECKLIST:

- ◇ **SITE PLAN** - A drawing at a scale of not less than one inch for each fifty feet (1" = 50')
- ◇ **FLOOR PLAN**
- ◇ **NARRATIVE OF PROPOSAL**
- ◇ **COPY OF LABOR & INDUSTRIES CONTRACTOR'S LICENSE** – (If work is done by a contractor)

Adopted State Codes – Effective March 15th, 2024

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC) title 51 and as amended by the Monroe Municipal Code Title 15:

- 2021 ICC Energy Conservation Code with State amendments
- 2021 International Building Code
- 2021 International Existing Building Code
- 2021 International Fire Code
- 2021 International Fuel Gas Code
- 2021 International Mechanical Code
- 2021 International Property Maintenance Code
- 2021 International Residential Code
- 2021 International Swimming Pool and Spa Code
- 2021 Uniform Plumbing Code

STRUCTURAL DESIGN CRITERIA:

Seismic Design Category: **IRC/IBC - D1/D2**

Basic Wind Speed: 110 mph

Exposure Category: B

Frost Depth: 18"

Snow load: 25 lbs/sq ft

*A soils investigation is required for commercial projects, residential short plats, subdivisions and in some instance's residential lots.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR