



ENGINEERING REVIEW

806 WEST MAIN STREET • MONROE, WA 98272

City Hall 360.794.7400 • Fax 360.794.4007

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for engineering review. Below outlines the minimum information that must be provided on your plan sheets.

If you have any questions about what is required, please contact the Permit Center at (360) 863-4501.

SUBMITTAL CHECKLIST

- Combined Permit Application Form
- Plans at full scale
- All required reports
- Stormwater Management plan meeting the requirements of the MMC 15.01, including temporary erosion and sedimentation control

CIVIL PLAN REQUIREMENTS

- Site plan at a scale of 1" = 50' or larger
- Show lot lines, easements, and right-of-ways with dimensions on and within 100 feet of the site.
- Provide vicinity map, legal description, and assessor's tax parcel number.
Show existing and proposed topography with a two-foot contour interval.
- Show existing and proposed land use and buildings, existing and proposed roads and utilities. Show dimensions and distances to property lines.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other [] Other
[] Residential Remodel
[] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location:
Size of site (acre/square feet):
Assessor's Tax Parcel Number (14 digits):

Applicant: Phone # ()
*Signature: Printed Name:
Mailing Address: Fax # ()
City State Zip E-mail

Property Owner: Phone # ()
**Signature: Printed Name:
Mailing Address: Fax # ()
City State Zip E-mail

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

Combined Permit Application - Page 2

Engineering review is required for all engineered, civil plans.

Description of work:

Engineer name _____

Company _____ License Number _____

Address _____

Phone _____ Fax _____

Email _____

NOTE: Please complete the plan review table below with total linear feet of water, storm, sewer, and street as shown on your plans. Your plan review fee, due at the time of permit application submittal, will be calculated based on this table. If our determination of linear feet differs from yours, your plan review fee will be adjusted accordingly.

Plan Review Table: \$595.00 + \$1.10 per lf

				Total	
Water:	Feet	x 1.10 = \$		+ \$595.00	= \$
Storm:	Feet	x 1.10 = \$		+ \$595.00	= \$
Sewer:	Feet	x 1.10 = \$		+ \$595.00	= \$
Street:	Feet	x 1.10 = \$		+ \$595.00	= \$
SUBTOTAL					\$
5% TECHNOLOGY FEE					\$
TOTAL PLAN REVIEW FEE					\$