



City of Ferndale  
 Building Division  
 2095 Main Street / P.O. Box 936  
 Ferndale, WA 98248  
 (360) 685-2369 phone  
 (360) 384-5189 fax  
 www.cityofferndale.org

OFFICE USE ONLY	
PERMIT NUMBER: _____	RECEIVED BY/DATE: _____
ASSOCIATED PERMIT #'S _____	

**Appointment Required to Submit**

## DECK PERMIT APPLICATION **REVISED %2017**

### CONTACT INFORMATION

**PROPERTY OWNER** (ATTACH PROOF OF OWNERSHIP)  **APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

L & I License #: \_\_\_\_\_ Exp.: / /

(REQUIRED IS OWNER IS CONTRACTOR PER L & I – ATTACH COPY OF LICENSE) MM/DD/YY

City of Ferndale Business Lic. #: \_\_\_\_\_

**REQUIRED IF OWNER IS A CONTRACTOR**

#### CONTRACTOR

**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

L & I License #: \_\_\_\_\_ Exp.: / /

(COPY OF LICENSE MUST BE ATTACHED TO THIS APPLICATION) MM/DD/YY

City of Ferndale Business Lic. #: \_\_\_\_\_

**REQUIRED**

ARCHITECT  DESIGNER  ENGINEER  **APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

#### OTHER CONTACT

**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

### PROPERTY INFORMATION

**PROJECT ADDRESS:**  
\_\_\_\_\_

APPROVED BY PLANNER  \_\_\_\_\_ staff initials

**TAX PARCEL NUMBER:**  
\_\_\_\_\_

**LEGAL DESCRIPTION:**  
\_\_\_\_\_

**ZONING:**  
\_\_\_\_\_

**LOT AREA (SQ FT):**  
\_\_\_\_\_

### PROJECT INFORMATION

**CLASS OF WORK (check one):**

NEW  REMODEL/ADDITION

**BRIEF PROJECT DESCRIPTION:**  
\_\_\_\_\_

**LENDER/BOND: (Information must be provided for projects valued over \$5,000 in valuation per RCW 19.27.095)**

SELF FINANCED:  YES  NO

If you check "NO", you must complete the following information:

LENDER/BOND NAME: \_\_\_\_\_

LENDER/BOND PHONE: ( ) \_\_\_\_\_

**PROJECT VALUATION (cost of project includes: labor, equipment and materials)**

\$ \_\_\_\_\_

### DECK INFORMATION

**BUILDING AREA:**

EXISTING: \_\_\_\_\_ sq. ft.

NEW: \_\_\_\_\_ sq. ft.

How many feet/inches above grade will your deck be: \_\_\_\_\_

Are you attaching your deck to your home?  Yes  No

Does your deck serve your front door?  Yes  No

### CERTIFICATION

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER (SEE OWNER CONSENT FORM) OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE.

APPLICANT SIGNATURE

DATE



# OWNER CONSENT FORM

**THE CITY WILL NOT ACCEPT AN APPLICATION THAT IS NOT ACCOMPANIED BY THIS FORM**

**The legal property owner must complete this form.**

**STATEMENT OF OWNERSHIP (PROOF OF OWNERSHIP MUST BE ATTACHED)**

I/we, the undersigned property owners, under penalty of perjury, state that I/we am/are the legal owner(s) of the property described as follows:

Legal Description:[attach additional sheet(s) as necessary]

Property Address: \_\_\_\_\_

Tax Assessor Parcel #: \_\_\_\_\_

**DESIGNATION OF AGENT/CONTRACTOR/TENANT/LESEE**

I/we hereby designate the following party to act as my/our agent with respect to this application submitted to the City of Ferndale.

**Name of designated individual:** \_\_\_\_\_

**Role of Individual:**  \*Perform Construction  Submit Permit (Mark all that apply)

**\*If not a registered contractor, you must be able to meet exemptions per RCW 18.27.090**

**LEGAL OWNER MUST READ AND SIGN**

I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE INDIVIDUAL DESIGNATED ABOVE TO APPLY FOR THIS PERMIT AND/OR PERFORM THE CONSTRUCTION WORK (IDENTIFIED BY THIS APPLICATION ONLY) ON THE SUBJECT PROPERTY. IN ADDITION, MY SIGNATURE BELOW ALLOWS CITY STAFF INVOLVED IN THIS APPLICATION TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY, WHICH IS DEEMED NECESSARY BY STAFF TO PROCESS THIS APPLICATION AND PERFORM INSPECTIONS.

**OWNER INFORMATION/SIGNATURE**

Owner Name (print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Does Owner intend to maintain "Ownership" for twelve months from date of "Final Occupancy":  
YES  \*NO

\*If you mark "No", you may be required to register as a General Contractor with the Washington State Department of Labor and Industries prior to submitting your building permit, per RCW 18.27.090(12).

**I HAVE READ AND UNDERSTAND RCW 18.27.090 (EXEMPTIONS) AS IT APPLIES TO THIS PERMIT**

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

**PROOF OF OWNERSHIP MUST BE SUBMITTED WITH APPLICATION**

# OFFICE USE ONLY

## DEPARTMENT ROUTING/REVIEW SHEET

DEPARTMENT	COMMENTS	STAFF INITIALS/ DATE APPROVED
<b>PLANNING</b>	<input type="checkbox"/> See <b>Site Plan Conditions</b> indicated in SmartGov <input type="checkbox"/> See <b>Planning Conditions</b> indicated in SmartGov <input type="checkbox"/> Flood <input type="checkbox"/> PW Review Necessary	_____  _____
<b>BUILDING DATA</b>	Occupancy Type: _____ Construction Type: _____	_____  _____
<b>ENGINEERING</b>	<input type="checkbox"/> LDP <input type="checkbox"/> Encroachment <input type="checkbox"/> OTHER: _____	_____

### WORKSHEETS

#### BUILDING VALUATION WORKSHEET

AREA TYPE	AREA (sq ft)		RATE		VALUATION
DECKS:					
Uncovered		X		=	
Covered					
Patio					
Covered					
Front Porch		X		=	
<b>TOTAL AREA:</b>					

**COMMENTS:**

FEES	
Building Permit	
Plan Check	
Less Deposit	(       )
Archive Fee	<b>\$10.00</b>
State Fee	<b>\$4.50</b>
<b>TOTAL:</b>	

<b>PERMIT SPECIALIST</b>	_____ SIGNATURE	_____ DATE
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**USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON YOUR PLANS**

<b>SITE PLAN – 2 COPIES (DO NOT ATTACH TO BUILDING PLANS)</b>	
<b>ITEMS REQUIRED TO BE ON PLANS</b>	
<input type="checkbox"/>	<b>*****DO NOT INCLUDE BUILDING DETAILS ON SITE PLAN*****</b>
<input type="checkbox"/>	Map scale (1" = 10', 1" = 20" or larger)
<input type="checkbox"/>	Site address, parcel number, legal description and North arrow.
<input type="checkbox"/>	Lot area, and proposed lot coverage area (all buildings, porches, decks, and other structures on the site.) Also express the lot coverage area as a percentage of the total site area (ex. 3,000 sq ft lot coverage on a 10,000 sq ft lot = 30% lot coverage).
<input type="checkbox"/>	Property lines, with corners and dimensions must be shown and labeled along with any easements (utilities, access, etc.) (NOTE: Roof overhang may extend to a maximum of 24" into a required building setback; however, NOT within any easement, unless approved by the Public Works department, or located within specific Planned Unit Developments (PUDs). Please see staff if you have a question.
<input type="checkbox"/>	Adjacent streets or alleys with street names shown and labeled.
<input type="checkbox"/>	Front, rear, and side building setback dimensions from property lines, measured from the nearest point of the structure to the property line. (Note: Porches and decks must meet the minimum setbacks for the zone.)
<input type="checkbox"/>	Location, dimensions, and square footage of all existing and proposed buildings. <b>Make a clear distinction between the existing and proposed structures.</b> Roof overhangs (eve) lines <u>and</u> exterior building wall lines must be shown and labeled separately.
<input type="checkbox"/>	The use of each building (garage, residence, etc.) must be identified.
<input type="checkbox"/>	Existing utilities on the site, including water, sewer, gas, or electrical lines, and any underground storage tanks or drain fields must be identified.
<input type="checkbox"/>	Slopes (existing or proposed) greater than 15%, including the location and quantities of any fill areas.
<input type="checkbox"/>	If applicable, critical areas on the site (streams, wetlands, slopes) and their buffers. (Note: If critical Areas are determined to be on or adjacent to the site, additional information will be required in order to ensure the requirements of the City's Critical Areas Ordinance are met).
<input type="checkbox"/>	If applicable, accurate locations of Shoreline jurisdiction boundaries or Floodplain boundaries.
<input type="checkbox"/>	Any other information that the Community Development Department deems necessary for review of the application. (Check with staff prior to application).

**DECK PLANS - Two (2) Sets are required to be submitted**

**PLANS MUST BE ON 11" x 17" SHEETS OF PAPER OR LARGER**

**USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON YOUR PLANS**

<b>ELEVATION PLAN – 2 Copies</b>	
<b>ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")</b>	
<input type="checkbox"/>	Elevation view of all sides of the structure (minimum 4 sides)
<input type="checkbox"/>	Deck Height (measured from highest point of existing grade to highest point on the structure).
<input type="checkbox"/>	Show exterior materials, roof pitches (if covered deck)
<input type="checkbox"/>	Show existing and proposed grades. <i>NOTE: Sites with slopes greater than 10% may also require a grading plan – check with staff for details.</i>
<b>FOUNDATION PLAN &amp; DETAILS (INCLUDE DECKS/PATIOS)- 2 Copies</b>	
<b>ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")</b>	
<input type="checkbox"/>	All footing, stem wall, pier sizes, and retaining walls.
<input type="checkbox"/>	Size and placement of all reinforcement.
<input type="checkbox"/>	Depth of footings below grade.
<input type="checkbox"/>	Type and location of all anchorage hardware. Include specific type of hold downs.
<input type="checkbox"/>	Identify method and amount of crawl space ventilation.
<input type="checkbox"/>	Crawl space access location and opening size.
<input type="checkbox"/>	Deck framing and/or concrete patio (Show location on foundation & floor plan).
<input type="checkbox"/>	Provide sectional detail of foundation.
<b>FLOOR FRAMING PLAN FOR EACH FLOOR – 2 Copies</b>	
<b>ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")</b>	
<input type="checkbox"/>	Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
<input type="checkbox"/>	All beam sizes on the plan (include design calculations if more than 6').
<input type="checkbox"/>	Deck framing including <b>ledger attachment, flashing detail, and specific hardware.</b>
<input type="checkbox"/>	Methods of support and all connecting hardware.
<b>ROOF PLAN IF COVERING DECK - 2 Copies</b>	
<b>ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")</b>	
<input type="checkbox"/>	Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
<input type="checkbox"/>	Truss layout diagram and specification details for each truss (if applicable).
<input type="checkbox"/>	All beam sizes on the plan (include design calculations).
<input type="checkbox"/>	Layout of submitted roof trusses is required to match plan layout.
<input type="checkbox"/>	Complete details of over-framing support and connections.
<input type="checkbox"/>	Methods of support and all connecting hardware.
<input type="checkbox"/>	All methods of uplift restraint indicate specific hardware to be used.
<b>CROSS SECTION DETAILED PLANS – 2 Copies</b>	
<b>ITEM (Map scale – ¼" = 1'0" or ½" = 1'0")</b>	
<input type="checkbox"/>	Typical structural cross sections showing size of footing, thickness of foundation walls, size of floor joists and spacing, size and spacing of studs and ceiling joists, rafters and spacing of same, headers over large openings, and type of size of sill and anchor bolts. Stairs; show rise and run, width, handrails, guardrails and landings. Sections will show exterior finish, type of roofing, joist bearing and ceiling height. Provide list of all required special inspections (Verify with Engineer of Record, if applicable, i.e., concrete, welding, etc.)
<b>ENGINEERING - 2 Copies</b>	
<b>WE ARE UNABLE TO ACCEPT SINGLE-SIDED ENGINEERING REPORTS</b>	
<input type="checkbox"/>	2 copies (1 <b>wet-stamped double-sided</b> ) of structural engineering, where applicable
<b>NOTE: OTHER PLANS MAY BE REQUIRED – CHECK WITH APPLICABLE DEPARTMENTS</b>	