



# MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

615 W. Alder St. – Bldg. 8, Shelton, Wa 98584

Phone: (360) 427-9670 ext. 352 ♦ Fax: (360) 427-7798

PAR \_\_\_\_\_ - \_\_\_\_\_

DATE \_\_\_\_\_

## PRE-APPLICATION CONFERENCE REQUEST FORM

The purpose of the pre-submission conference is to identify and/or eliminate as many potential problems regarding a proposal. Representatives from the Fire Marshal's Office, Building Department, Environmental Health, Planning, and Public Works Departments may attend the meeting to discuss rules and regulations applicable to the proposed project. Topics covered during the meeting may include the comprehensive plan, land divisions, shoreline program, zoning, availability of sewer and potable water, development concepts, building construction, fire protection and life safety concerns of the proposed project. The pre-submission conference is intended as an informative meeting. The intent is to provide detailed information to the applicant in regards to codes and process.

**Incomplete applications will not be accepted. If application is deemed incomplete it will be returned.  
All Conferences are held virtually on Thursdays (except holidays)**

To schedule a meeting you must complete the requirements for submittal including the required one (1) copy of the detailed site plan (max. size 11"x17").

To submit either by mail or in person at: **Mason County Permit Assistance Center at 615 W Alder Street, Shelton WA 98584** by 3:00 PM on the Thursday two weeks prior the proposed meeting.

**Please make check payable to: Mason County Treasurer Check amount: \$655.00**

### **Owner:**

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

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

Daytime Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_

### **Representative:**

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

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

Daytime Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax number: \_\_\_\_\_

**Tax Parcel Number (12 digits):** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

◆ **Description of Project:**

◆ **Square footage of structure:** \_\_\_\_\_

◆ **Use of building and rooms (i.e., office, warehouse, restaurant, storage, etc):** \_\_\_\_\_  
\_\_\_\_\_

◆ **Occupancy classification per IBC, Section 302.1, and construction type:** \_\_\_\_\_  
\_\_\_\_\_

◆ **Will grading or excavation be included in the project?**

If so what is an estimate the amount of grading: cut \_\_\_\_\_ cy , fill \_\_\_\_\_ cy

◆ **Will Forest Practices be included in the project?**

If so what is the estimated amount of logging: \_\_\_\_\_ board feet

◆ **Are there any historical stormwater and/or geotechnical reports (prepared for previous development)?** Please Indicate Yes  No

◆ **Has the project been discussed during a previous Pre-Application Conference?**

If yes, please indicate date. \_\_\_\_\_

◆ **Will the building have employees?** Yes  No  If yes, how many? \_\_\_\_\_

◆ **What is the proposed source of water? (Please indicate):**

Proposed Individual Well,  Existing individual well,  Proposed water system,  Existing Water System, Name of existing water system: \_\_\_\_\_

◆ **What is the proposed source of sewage disposal? (Please indicate):**

Existing onsite sewage system,  Proposed onsite sewage system,  Existing sewer connection,  Proposed sewer connection, Name of Sewer System connected to: \_\_\_\_\_

◆ **Will the project include signage?** Yes  No

If Yes, describe; size, material and location: \_\_\_\_\_

◆ **Is there a fire hydrant located within 400 feet?** Yes  No  If, yes include on site plan.

**The following items must be included (attached):**

◆ Provide two sets of proposal/plans including a floor plan. Max. paper size 11" x 17".

◆ Provide ONE (1) copy of the site plan including all items required (see page 3)

**Provide specific comments or specific questions we can help you with:** \_\_\_\_\_  
\_\_\_\_\_

# Site Plan Requirements

**1 copy is required at submittal**

***Include the following information***

- Indicate Scale and North Arrow
- Property line dimensions, easements, and right-of-ways.
- The location of all existing and proposed structures. Include square footage of existing and proposed structures.
- Setback distance, in feet from all property lines and structures.
- Existing and proposed road access to and from the site.
- Parking sites
- Location of on-site sewage tanks and drainfields.
- Location of drinking water supply. Include location on the proposed site and surrounding parcels.
- Steep slope, wetlands, streams, and bodies of water
- Location of fire hydrants and emergency vehicle access roads, including grade.
- Surface and storm water run-off routes.
- The site plan should be provided on letter (8.5" by 11"), legal (8.5" by 14"), or 11" by 17" (a larger one could be provided *in addition* to this).
- If there are several buildings on the site and/or proposed, to label each one A, B, C, D, ...
- Show EXISTING drainage features (infiltration ditches, retention ponds, etc).
- Show BOUNDARIES, area and volume of proposed site disturbance (this includes clearing and grading limits, proposed timber harvest activity/ tree-cutting, landscaping.
- Show all the existing and proposed impervious surface areas (including gravel driveway, loading, parking etc) in square feet.

## APPLICABLE BUILDING CODES

2018 International Building Code/2015 International Residential Code

2018 International Fire Code - ANSI A117

2018 International Mechanical Code – WAC 51-42

2018 Uniform Plumbing Code – WAC 51-56/51-47

2018 International Energy Code / Washington State Energy Code – WAC 51-11C & 51-11R

Mason County Ordinance Title 14 & Code changes are on a 3 year cycle; effective in July of that particular year.

Date of Conference:

Time of Conference:

Location of Conference: **415 N 6th Streets, Shelton WA**

Planner:

ext.