



**COMMERCIAL MISCELLANEOUS  
PERMIT**

510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642  
Tel: 360.887.3908  
Fax: 360.887.2507  
[www.ridgefieldwa.us](http://www.ridgefieldwa.us)

OFFICE USE ONLY

PERMIT NUMBER

\_\_\_\_\_

**A. CONTACT INFORMATION:**

**APPLICANT:**

Check box if primary contact

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

Company: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Original signature required)*

**PROPERTY OWNER:**

Check box if primary contact

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

Company: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Signature or a letter of authorization from the owner required)*

Contractor:

Check box if primary contact

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

Company: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City Business License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Original signature required)*

**CERTIFIED EROSION CONTROL PERSON:** \_\_\_\_\_

#### **PROPERTY INFORMATION (REQUIRED)**

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

Subdivision, Phase, & Lot: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Type(s) of construction: Occupancy use(s):

\_\_\_\_\_ Type: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

\_\_\_\_\_ Type: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

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Total Value of Proposed Work \$ \_\_\_\_\_

**Utilities:** Public Water/meter size \_\_\_\_\_  Private Well  Public Sewer  Septic System

Type of Heat:  Electric  Gas  Other: \_\_\_\_\_

#### **SUBMITTAL CHECKLIST**

1. See the Commercial Building Checklist for plans criteria
2. Structural Calculations
3. WA State Energy Code Compliance Form
4. Narrative: A written narrative that describes the proposed project
5. Traffic Memo: Traffic Memo/Analysis report showing the proposed trips created by the project
6. Separate Mechanical and Plumbing permits are required

Revised 9/8/2022

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**FEES:** Plan check fees must be paid prior to review. Payment can be paid via permit portal or make check payable to City of Ridgefield. There maybe additional fees related to outside consultant review. These fees will be applied to the permit with payment due at the time of permit issuance or Certificate of Occupancy.

*By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.*

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Signature of Owner/Authorized Agent

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Date

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Print Owner's or Authorized Agent's Name