



**COMMERCIAL TENANT
IMPROVEMENT PERMIT
APPLICATION**

510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: (360)887-3908
Fax: (360)887-2507
www.ridgefieldwa.us

OFFICE USE ONLY
PERMIT NUMBER

CONTACT INFORMATION

PROPERTY OWNER: Check box if primary contact

Contact Name: _____

Company: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Original signature or a letter of authorization from the owner required)

APPLICANT: Check box if primary contact

Contact Name: _____

Company: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Original signature required)

CONTRACTOR: Check box if primary contact

Contact Name: _____

Company: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Email: _____

Contractor's License #: _____ Exp. Date: _____

City of Ridgefield Business License #: _____ Exp. 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. _____

_____ Type: _____ Sq. Ft. _____

Utilities: Public Water/meter size _____ Private Well Public Sewer Septic System

Type of Heat Electric Gas Other: _____

SUBMITTAL CHECKLIST

APPLICATION REQUIREMENTS: Provide three (3) paper copies and one electronic copy on a thumb drive of all required documents, unless otherwise indicated.

- 1. See the Commercial Building Checklist for plans criteria.
- 2. STRUCTURAL CALCULATIONS
- 3. WA STATE ENERGY CODE COMPLIANCE FORM
- 4. NARRATIVE: Submit a written narrative that describes the proposed project.
- 5. TRAFFIC MEMO: Submit a Traffic Memo showing the proposed trips created by the project.
- 6. SEPARATE MECHANICAL AND PLUMBING PERMITS ARE REQUIRED

FEES: Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

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.

Signature of Owner/Authorized Agent _____ Date _____

(Original signature required)