



**RESIDENTIAL REMODEL PERMIT APPLICATION**

510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642  
Tel: (360)887-3557  
Fax: (360)887-0861  
[www.ridgefieldwa.us](http://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. \_\_\_\_\_

Indicate square footage of proposed floor area:

**Housing:** \_\_\_\_\_ Sq. Ft.     **Decks/Covered Patio** \_\_\_\_\_ Sq. Ft.     **Garage** \_\_\_\_\_ Sq. Ft.

**TOTAL PROPOSED** \_\_\_\_\_ Sq.Ft.

**Number of bathrooms:** \_\_\_\_\_ **Number of bedrooms:** \_\_\_\_\_

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

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

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

**SUBMITTAL CHECKLIST**

**A. APPLICATION REQUIREMENTS: Provide two (2) paper copies and one electronic copy on a thumb drive of all required documents, unless otherwise indicated.**

- 1. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- 2. COMPLETE SET OF LEGIBLE PLANS – Architectural (and Structural, if applicable):** For plans to be accepted they must be drawn to 1/4" = 1', showing conformance to local and state building laws. Structural details and connections must be submitted with plans or a separate full-size sheet attached to the plans with cross references between plan location and details if home was constructed by an engineer. The detail sheets from the Engineer of Record shall be attached as required.
- 3. ASBESTOS REPORT:** A report is required if there is demolition included in the project. The asbestos report must state there are no asbestos present.
- 4. NARRATIVE:** Submit a written narrative that describes the proposed project.
- 5. SEPARATE MECHANICAL AND PLUMBING:** For mechanical and plumbing work on a residential remodel, separate permits will be required.

**FEES**

**FEES:** Fees are based on the valuation of the project. The Plan Check fee is required to be paid at the time of application. All other fees can be paid at permit issuance. Please make checks payable to City of Ridgefield.

*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, and 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)