



**RESIDENTIAL GARAGE
COMMUNITY DEVELOPMENT
BUILDING DIVISION**

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400 • Fax 360.794.4007

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at building@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

- ◇ **APPLICATION FORM** - Original of the Combined Permit Application form
- ◇ **SITE PLAN** - A drawing at a scale of not less than one inch for each fifty feet (1" = 50')
 - North arrow
 - Property lines
 - Location of utilities
 - Location of existing structure(s)
- ◇ **CONSTRUCTION DRAWINGS** - (Include elevations)
- ◇ **STRUCTURAL CALCULATIONS/PLANS** (If applicable)
- ◇ **COPY OF LABOR & INDUSTRIES CONTRACTOR'S LICENSE** – (If work is done by a contractor)
- ◇ **TESC PLAN** - (Temporary Erosion & Sediment Control)
- ◇ **SNOHOMISH HEALTH DISTRICT APPROVAL** - The written approval(s) of the Snohomish Health District (If on septic)

Adopted State Codes – Effective February 1st, 2021

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC) title 51 and as amended by the Monroe Municipal Code Title 15:

- 2018 ICC Energy Conservation Code with State amendments
- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Fire Code
- 2018 International Fuel Gas Code
- 2018 International Mechanical Code
- 2018 International Property Maintenance Code
- 2018 International Residential Code
- 2018 International Swimming Pool and Spa Code
- 2018 Uniform Plumbing Code



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Structural Design Criteria

Seismic Design Category: **IRC/IBC - D1/D2**

Basic Wind Speed: 110 mph

Exposure Category: B

Frost Depth: 18"

Snow load: 25 lbs/sq ft

*A soils investigation is required for commercial projects, residential short plats, subdivisions and in some instance's residential lots.

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR