



## SUBMITTAL INFORMATION & INSTRUCTIONS

### GENERAL INFORMATION

The Development Services Department utilizes web-based software named SmartGov to process all permits and approvals. Additionally, the Department uses electronic plan review software named Bluebeam that necessitates submittals in specific electronic formats. Below is a table that lists the different types of permits the Department process and provides information on necessary submittal items and how to submit.

Pre-Application meetings are required for all Permits except for Fire Permits, Mechanical Permits, Plumbing Permits, Re-Roof Permits, Right-of-Way Permits, Emergency Repair Permits, Certificate of Occupancy Requests, Demolition Permits, Fence Permits, SEPA Exempt Fill and Grade Permits, Floodplain Development Permits, Home Occupation Permits, SEPA Exempt Building Permits, General Information Requests, Lot Certification Permits, Sewer Cap Permits, Sign Permits, and Solar System Permits.

If you do not have access to a computer we have a Permit Help Desk workstation located in the lobby at City Hall (910 Cleveland Ave) that has been setup with access to all of the necessary software to assist you in submitting permit(s).

The purpose of this handout is to assist Applicants in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

### PERMITS AND APPROVALS

PERMIT OR APPROVAL	DETAILS	ADDITIONAL INFORMATION
Accessory Dwelling Unit	Contact City to Schedule Intake Appointment	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Adult Family Home	Contact City to Schedule Intake Appointment*	Building Permit - Forms & Instructions are <a href="#">HERE</a>
Administrative Determination	Submit Directly to Permit Portal – No Intake Appointment Needed	Planning Permit - Forms & Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Boundary Line Adjustments	Contact City to Schedule Intake Appointment*	Engineering Permit - Forms & Instructions are <a href="#">HERE</a>
Building Permits for all Commercial and Residential Structures (new, remodel, tenant improvement)	Contact City to Schedule Intake Appointment*	Forms & Instructions are <a href="#">HERE</a>
Building Permit for Emergency Repairs	Submit Directly to Permit Portal – No Intake Appointment Needed	Permit Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>

Building Permit for Mechanical Equipment (Commercial and Residential Uses)	Submit Directly to Permit Portal – No Intake Appointment Needed	Permit Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Building Permit for Plumbing Equipment (Commercial and Residential Uses)	Submit Directly to Permit Portal – No Intake Appointment Needed	Permit Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Building Permit for Re-Roof (Commercial and Residential)	Submit Directly to Permit Portal – No Intake Appointment Needed	Permit Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Change of Use / Request Certificate of Occupancy	Contact City to Schedule Intake Appointment*	Building Permit - Forms & Instructions are <a href="#">HERE</a>
Comprehensive Plan Amendment	Contact City to Schedule Intake Appointment*	Planning Permit Forms & Instructions are <a href="#">HERE</a>
Conditional and Special Uses	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Critical Area Permit	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Demolition Permit	Submit Directly to Permit Portal – No Intake Appointment Needed	Building Permit - Permit Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Design Review Per MVMC 17.70	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Expansion of Non-Conforming Uses	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Fence	Submit Directly to Permit Portal – No Intake Appointment Needed	Planning Permit - Permit Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fill & Grade	Contact City to Schedule Intake Appointment*	Engineering Permit - Forms & Instructions are <a href="#">HERE</a>
Fire Permit – Battery Systems	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Compressed Gases	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Cryogenic Fluids	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Emergency Responder Radio Coverage	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Fire Alarm Systems	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Fire Sprinklers, Standpipes and Fire Pumps	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>

Fire Permit – Fireworks Display	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Fireworks Stand	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Fixed Suppression Systems	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit - Flammable & Combustible Liquids	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Flammable & Combustible Liquids	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit - Gates & Barricades	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Hazardous Materials	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Industrial Ovens	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Liquefied Petroleum (LP) Gas	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Marijuana Extraction System	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Smoke Control or Smoke Exhaust System	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit - Tanks	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Tents & Membrane Structures	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Fire Permit – Underground Fire Lines	Submit Directly to Permit Portal – No Intake Appointment Needed	Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Floodplain Development	Submit Directly to Permit Portal – No Intake Appointment Needed	Building Permit - Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
General Information Request	Submit Directly to Permit Portal – No Intake Appointment Needed	Planning Request - Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Home Occupations (Exemptions, Type 1 and Type 2)	Submit Directly to Permit Portal – No Intake Appointment Needed	Planning Permit - Forms & Instructions are <a href="#">HERE</a> Apply Via Portal <a href="#">HERE</a>
Land Clearing	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>

Lot Certification	Submit Directly to Permit Portal – No Intake Appointment Needed	Planning Permit - Forms & Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Master Plan (for Public Zoned Sites)	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Mobile Food Vendor (on Private Property)	Contact City to Schedule Intake Appointment*	Planning and Fire Permit - Forms & Instructions are <a href="#">HERE</a>
Non-Conforming Use (Special Permission)	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Pre-Application Requests	Submit Directly to Permit Portal – No Intake Appointment Needed	Planning Request - Forms & Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Preliminary or Final Plat, Short Plat, & Binding Site Plan (BSP)	Contact City to Schedule Intake Appointment*	Planning Permits - Forms & Instructions are <a href="#">HERE</a>
Rezone	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Right-of-Way – Construction	Submit Directly to Permit Portal – No Intake Appointment Needed	Engineering Permit - Permit Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Right-of-Way – Long Term Use	Submit Directly to Permit Portal – No Intake Appointment Needed	Engineering Permit - Permit Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Sanitary Sewer Cap, Replacement or Repair	Submit Directly to Permit Portal – No Intake Appointment Needed	Engineering Permit - Apply Via Portal <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
SEPA Process (Environmental Review)	Contact City to Schedule Intake Appointment	Planning Approval - Forms & Instructions are <a href="#">HERE</a>
Shoreline Permits (all types)	Contact City to Schedule Intake Appointment*	Planning Permits - Forms & Instructions are <a href="#">HERE</a>
Signs (Permanent, A-Frame and Temporary)	Submit Directly to Permit Portal – No Intake Appointment Needed	Building Permits - Forms & Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Site Plan per MVMC 17.90	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
Solar System	Submit Directly to Permit Portal – No Intake Appointment Needed	Building Permit - Permit Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Temporary Certificate of Occupancy	Submit Directly to Permit Portal – No Intake Appointment Needed	Building Permit - Permit Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Transportation Concurrency	Submit Directly to Permit Portal – No Intake Appointment Needed	Engineering Permit - Forms & Instructions are <a href="#">HERE</a> - Apply Via Portal <a href="#">HERE</a>
Variances (Administrative and Hearing Examiner)	Contact City to Schedule Intake Appointment*	Planning Permit - Forms & Instructions are <a href="#">HERE</a>
* Call or Email our Permit Technicians to Schedule an Intake Appointment at 360-336-6214 or <a href="mailto:PermitTech@mountvernonwa.gov">PermitTech@mountvernonwa.gov</a>		

## **ATTACHED**

The below-listed documents are attached because they provide additional information to Applicants on the City's permit processing and plan review software:

- Permit Portal Instructions
- Electronic Document Submittal Requirements