City of Selah

COMMERCIAL
NEW CONSTRUCTION/REMODELLING
SUBMITTAL REQUIREMENTS

A Pre-Submittal Meeting is required with the Planning Department for all Commercial Projects. Please call 509-698-7365 or email: hbedi@ci.selah.wa.us to schedule an appointment.

PLEASE NOTE: This information is a general guide and should not be used as a substitute for current codes and regulations. Contact the permit department at (509) 698-7365 or email cgraziano@ci.selah.wa.us for more information.

Submission of **Four (4)** complete sets of following plans:

_____ Plans showing zoning, zoning of abutting parcels, parking, landscaping, lot coverage, front, side, rear setbacks, building height, location of utility lines, easements, access details, signage, and any special features

_____ Building plans including, engineered roof truss and BCI Joist drawings and overview, Plumbing, Mechanical and a Complete Energy Code Compliance Packet/Worksheets.

_____ Completed Permit Application, which should include exact street address, Parcel Number, Contractor license number and expiration date

_____ Plot Plan with Stormwater Erosion Control Plan for new construction or remodeling showing how sediment and erosion will be controlled during construction (BMP's).

_____ Fire Sprinkler Plan & Fire Alarm System Plan (submit together)

NOTE: If the development is (1) acre or larger a ***General Stormwater Permit*** will need to be acquired through the Department of Ecology and a copy will need to be provided to the City prior to grading or movement of dirt. http://www.ecy.wa.gov/programs/wq/stormwater/construction/

NO PARTIAL OR DEFERRED SUBMITTALS

Additional information and forms can be found at our City's web site, www.ci.selah.wa.us, following the tab for "Public Works", "Building Permits"

CITY OF SELAH
PERMIT APPLICATION FORM
698-7365 or 698-7369

Application to be filled out in full for proper consideration

Job Address: _____ Parcel No: _____

Valuation $_____

Owner: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Mailing address: _____ City _____ State _____ Zip _____

Use Zone _____ Set Backs: N_____ E_____ S _____ W_____

General Contractor: _____ Phone No: _____
St. License No: _____ Exp Date: ____/____/____
Address: _____ City _____ State _____ Zip _____

Plumbing Contractor: _____ Phone No: _____
Address: _____ City _____ State _____ Zip _____

Mechanical Contractor: _____ Phone No: _____
Address: _____ City _____ State _____ Zip _____

Architect: _____ Phone No: _____
Address: _____ City _____ State _____ Zip _____

Sign Company: _____ Phone No: _____
Address: _____ City _____ State _____ Zip _____

Description of work: _____

_____

_____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The grant of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

_____ ___/___/___ _____ ___/___/___
Signature of Contractor Date Signature of Owner (if builder) Date

Print Name _____ Application accepted by: _____

Managing Stormwater In Selah:

REQUIRMENTS FOR CONSTRUCTION PROJECTS

Why: On February 16, 2007, the Eastern Washington Phase II Municipal Stormwater Permit came into effect. Selah falls under the ruling of this Phase II NPDES Permit and was required to create specific ordinances pertaining to stormwater. One ordinance pertains to the design requirements for new development and for redevelopment Selah Municipal Code (SMC) 9.23. The other ordinance pertains to the control of sediment and erosion during construction (SMC 9.24).

All projects, regardless of the size, shall comply with the following requirements:

A. Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the Stormwater Management Manual for Eastern Washington, and shall be adequate to prevent transportation of pollutants and sediment from the site to the satisfaction of the City. Cut and fill slopes shall be no greater than 2:1, except as approved by the City to meet other community or environmental objectives.

B. Clearing and grading of natural resources, such as forests and wetlands, shall not be permitted, except when in compliance with all other sections of this chapter. Clearing techniques that retain natural vegetation and drainage patterns, as described in the Stormwater Management Manual for Eastern Washington, shall be used to the satisfaction of the City.

C. Clearing, except that necessary to establish sediment control devices, shall not begin until all sediment control devices have been installed and have been stabilized.

D. Phasing shall be required on all sites disturbing greater than 30 acres, with the size of each phase to be established at plan review and as approved by the City.

E. Erosion and sediment control requirements shall include the following:

1. Soil stabilization shall be completed within the following time frames: within 30 days in the dry season (July 1 – September 30), and within 15 days in the wet season (October 1 – June 30).
2. Special techniques that meet the design criteria outlined in the Stormwater Management Manual for Eastern Washington on steep slopes or in drainage ways shall be used to ensure stabilization.
3. The entire disturbed area must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
4. Techniques shall be employed to prevent the blowing of dust or sediment from the site.
5. Techniques that divert upland runoff past disturbed slopes shall be employed.

F. Sediment controls shall be selected based on the BMPs listed in the latest version of the Stormwater Management Manual for Eastern Washington. Additionally, the following sediment controls shall apply:

1. No sediment transport off the site will be allowed. All sediment shall be controlled on site.
2. In addition to sediment transport by stormwater runoff, sediment transport due to over watering for dust control or site cleanup will not be allowed.
3. The transport of construction materials from the site, including cement and other water-born materials, whether they are carried in stormwater runoff or other runoff, is prohibited.

G. Waterway and watercourse protection requirements shall include:

1. A temporary stream crossing installed and approved by all authorized state and local agencies if a wet watercourse will be crossed regularly during construction.
2. Stabilization of the watercourse channel before, during, and after any in-channel work.
3. All on-site storm water conveyance channels designed according to the criteria outlined in the Stormwater Management Manual for Eastern Washington.
4. Stabilization adequate to prevent erosion located at the outlets of all pipes and paved channels.

H. Construction site access requirements shall include:

1. One single, stabilized entrance/exit to the construction site reinforced with quarry spalls or other suitable coarse rock material. A separation geotextile shall be placed under the spalls to prevent fine sediment from pumping up into the rock pad.
2. Other measures required by the City in order to ensure that construction vehicles do not track sediment onto public streets or allow sediment to be washed into storm drains.
3. Tracking of sediment onto public streets shall be considered a violation of this chapter.

PERMIT REQUIREMENTS AND OTHER APPROVALS

A. The approved stormwater management plan shall contain certification by the applicant that all land clearing, construction, development, and drainage will be done according to the stormwater management plan or previously approved revisions. Any and all permits may be revoked at any time if the construction of stormwater management facilities is not in strict accordance with approved plans.

B. A building permit for a project that includes construction of storm water facilities, alters drainage patterns, or creates more than 5,000 square feet of new impervious area shall not be issued without the following:

1. Site plan showing drainage patterns, stormwater facilities, and site access point.
2. Easements for stormwater management facilities.
3. Stormwater facility inspection and maintenance agreements for private stormwater facilities when so required by Section 9.23.110.
4. Right of entry for inspections.
5. Any off-site easements needed for stormwater or drainage facilities.

C. A final occupancy permit for a project that includes construction of storm water facilities, alters drainage patterns, or creates more than 5,000 square feet of new impervious area shall not be issued without the following:

1. Recorded easements for stormwater management facilities.
2. Recorded stormwater facility inspection and maintenance agreements for private stormwater facilities when so required by Section 9.23.110.
3. Receipt of an as-built plan which includes a certification the storm drainage system complies with the original project design or a stormwater management plan.
4. Verification that UIC wells have been registered with the WDOE.

D. A site grading permit shall not be issued or modified without the following:

1. Right of entry for emergency maintenance of stormwater management facilities, if necessary.
2. Right of entry for inspections.
3. Any off-site easements needed for stormwater or drainage facilities.
4. Site plan showing drainage patterns, erosion and sediment control facilities, and site access point.
5. A WDOE-approved SWPPP for projects meeting the State Regulatory Threshold.

E. In addition to other platting requirements, final plats shall not be approved until the following stormwater requirements are met:

1. Any off-site easements needed have been obtained and recorded.
2. Any necessary drainage easements are noted on the plat.
3. Any inspection and maintenance agreements for private stormwater facilities, when so required by Section 9.23.110, are recorded.
4. Verification that UIC wells have been registered with the WDOE.

F. In addition to the plans and permits required by the Federal EPA and the Washington Department of Ecology, applicants shall obtain all City permits required for the proposed development.

Typical Source Control BMPs (treatment provided for on-site flows and dust control)

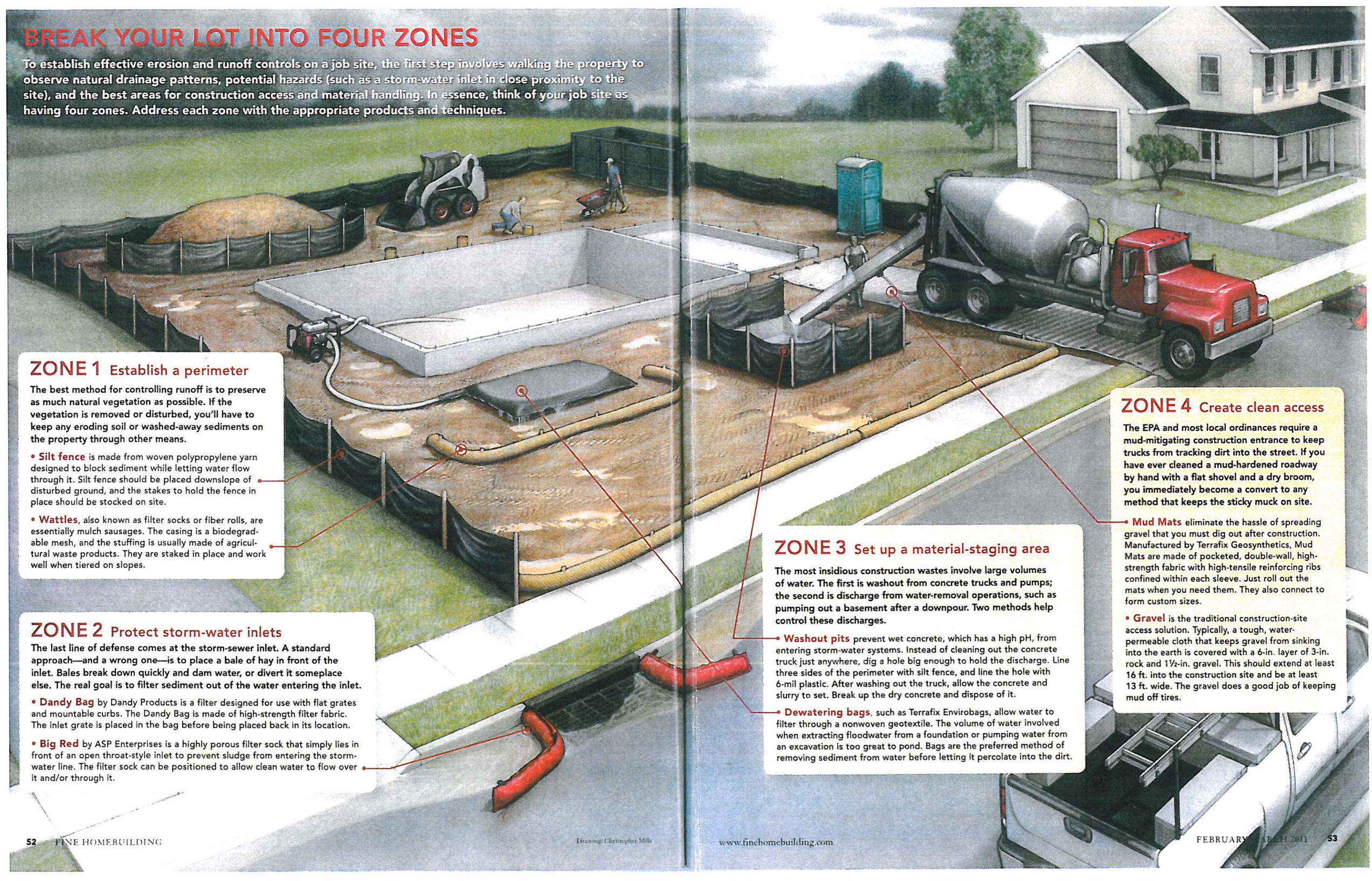
1. Buffer Zones
2. Stabilized Construction Entrance – 1 Entrance Only
3. Straw Bale Barriers or Silt Fences
4. Wheel Washing
5. Plastic Covering or Geotextiles over slopes and disturbed areas
6. Dust Control
7. Rock Berms in ditch or drainage way adjacent to construction site
8. Interceptor Drains and Dikes
9. Sediment Pond

Minimum paper size shall be 8 ½ x 11 inches and the minimum scale shall be 1 inch equals 20 feet.

For more information contact the Washington Department of Ecology Municipal Stormwater Permit site http://www.ecy.wa.gov/programs/wq/stormwater/municipal/index.html and our complete ordnances SMC 9.23 and 9.24.

BREAK YOUR LOT INTO FOUR ZONES

To establish effective erosion and runoff controls on a job site, the first step involves walking the property to observe natural drainage patterns, potential hazards (such as a storm-water inlet in close proximity to the site), and the best areas for construction access and material handling. In essence, think of your job site as having four zones. Address each zone with the appropriate products and techniques.



ZONE 1 Establish a perimeter

The best method for controlling runoff is to preserve as much natural vegetation as possible. If the vegetation is removed or disturbed, you'll have to keep any eroding soil or washed-away sediments on the property through other means.

- **Silt fence** is made from woven polypropylene yarn designed to block sediment while letting water flow through it. Silt fence should be placed downslope of disturbed ground, and the stakes to hold the fence in place should be stocked on site.
- **Wattles**, also known as filter socks or fiber rolls, are essentially mulch sausages. The casing is a biodegradable mesh, and the stuffing is usually made of agricultural waste products. They are staked in place and work well when tiered on slopes.

ZONE 2 Protect storm-water inlets

The last line of defense comes at the storm-sewer inlet. A standard approach—and a wrong one—is to place a bale of hay in front of the inlet. Bales break down quickly and dam water, or divert it someplace else. The real goal is to filter sediment out of the water entering the inlet.

- **Dandy Bag** by Dandy Products is a filter designed for use with flat grates and mountable curbs. The Dandy Bag is made of high-strength filter fabric. The inlet grate is placed in the bag before being placed back in its location.
- **Big Red** by ASP Enterprises is a highly porous filter sock that simply lies in front of an open throat-style inlet to prevent sludge from entering the storm-water line. The filter sock can be positioned to allow clean water to flow over it and/or through it.

ZONE 3 Set up a material-staging area

The most insidious construction wastes involve large volumes of water. The first is washout from concrete trucks and pumps; the second is discharge from water-removal operations, such as pumping out a basement after a downpour. Two methods help control these discharges.

- **Washout pits** prevent wet concrete, which has a high pH, from entering storm-water systems. Instead of cleaning out the concrete truck just anywhere, dig a hole big enough to hold the discharge. Line three sides of the perimeter with silt fence, and line the hole with 6-mil plastic. After washing out the truck, allow the concrete and slurry to set. Break up the dry concrete and dispose of it.
- **Dewatering bags**, such as Terrafix Envirobags, allow water to filter through a nonwoven geotextile. The volume of water involved when extracting floodwater from a foundation or pumping water from an excavation is too great to pond. Bags are the preferred method of removing sediment from water before letting it percolate into the dirt.

ZONE 4 Create clean access

The EPA and most local ordinances require a mud-mitigating construction entrance to keep trucks from tracking dirt into the street. If you have ever cleaned a mud-hardened roadway by hand with a flat shovel and a dry broom, you immediately become a convert to any method that keeps the sticky muck on site.

- **Mud Mats** eliminate the hassle of spreading gravel that you must dig out after construction. Manufactured by Terrafix Geosynthetics, Mud Mats are made of pocketed, double-wall, high-strength fabric with high-tensile reinforcing ribs confined within each sleeve. Just roll out the mats when you need them. They also connect to form custom sizes.
- **Gravel** is the traditional construction-site access solution. Typically, a tough, water-permeable cloth that keeps gravel from sinking into the earth is covered with a 6-in. layer of 3-in. rock and 1½-in. gravel. This should extend at least 16 ft. into the construction site and be at least 13 ft. wide. The gravel does a good job of keeping mud off tires.

Drawing: Christopher Mills