



# Building Permit Application

For additional application submittal information, please see the pages after this form.

**STAFF USE**—Permit Number:

## PROPERTY INFORMATION (site of proposed activity)

|              |                                      |               |
|--------------|--------------------------------------|---------------|
| Site Address | BIA Allotment Number (if applicable) | Parcel Number |
|              | Nearest Intersection                 |               |

Current Use

Vacant  Residential  Commercial  Institutional/Gov. Facility  Other:

## APPLICANT INFORMATION

|                   |                            |
|-------------------|----------------------------|
| Applicant Name(s) | Primary Telephone Number   |
| Mailing Address   | Secondary Telephone Number |
|                   | Email Address              |

Relationship to Property Owner

Self  Contractor  Employee  Other:

## PROPERTY OWNER INFORMATION (if different than applicant)

|                        |                            |
|------------------------|----------------------------|
| Property Owner Name(s) | Primary Telephone Number   |
| Mailing Address        | Secondary Telephone Number |
|                        | Email Address              |

## PROPOSED ACTIVITY

- |  |   |
|--|---|
| <input type="checkbox"/> New Single Family Residence                 | <input type="checkbox"/> Remodel/Repair in Single Family Residence        |
| <input type="checkbox"/> New Addition to Existing Building           | <input type="checkbox"/> Roof Repair                                      |
| <input type="checkbox"/> New Modular/Mobile Home                     | <input type="checkbox"/> Deck Repair/Stair Repair                         |
| <input type="checkbox"/> New Accessory Structure (e.g. shed, garage) | <input type="checkbox"/> Dock Repair/Bulkhead Repair                      |
| <input type="checkbox"/> New Beach Access Structure or Dock          | <input type="checkbox"/> Remodel/Repair in Commercial/Industrial Building |
| <input type="checkbox"/> New Commercial/Industrial Building          | <input type="checkbox"/> Tenant Improvement (Seattle Premium Outlets)     |
| <input type="checkbox"/> New Accessory Dwelling Unit                 | <input type="checkbox"/> Wireless Communication Facility Updates          |
| <input type="checkbox"/> Other:                                      |   |

**GENERAL PROJECT DESCRIPTION**

Proposed Use

Residential    Commercial    Institutional/Gov. Facility    Other:

**CODE DETAILS**

International Code Used:    2015    2018    2021    2024

*The year that is selected above will be the one that is referenced in the review of the proposed project. Make sure that the references made to the International Code year chosen is consistent throughout the plans and documents submitted for the proposed project. Please refer to [Tulalip Tribal Code Chapter 7.14.100 Building code](#) for the most up to date accepted code.*

**PROJECT DETAILS**

|   |                     |  |
|---|---------------------|--|
| Square Feet of New Construction (if applicable) |                     | Market Value of Construction ( <a href="#">definition</a> )  |
| New Single Family Residence (if applicable)     |                     | New Modular/Manufactured Home Size (if applicable)   |
| Number of Bedrooms                              | Number of Bathrooms | <input type="checkbox"/> Single-Wide <input type="checkbox"/> Double-Wide <input type="checkbox"/> Triple-Wide |

Will a 184 Home Loan be obtained to fund this project? (if applicable) . . .  No    Yes

Which of these services are currently available at the site?

Public Water    Individual Well    Public Sewer    Septic System

Will Indian Health Services (IHS) be utilized to establish or improve utilities on-site? . . .  No    Yes

If Yes, please note the utilities it will be used for:

Does the activity involve or require the removal or placement of dirt, gravel, sand, etc.?

No    Yes   If yes, approximate square feet:

**APPLICANT SIGNATURE**

**I hereby certify that I have prepared this application and site plan and that, to the best of my knowledge, the information provided is complete, accurate, and a true representation of the proposed development, I further attest that I have the authority to submit this application and agree to comply with any and all conditions of development permit approval. I agree to provide any additional information required and understand that if the scope of the project is modified, a new application may be required.**

|                |                       |
|----------------|-----------------------|
| Signature Date | Applicant's Signature |
|----------------|-----------------------|



# Application Submittal Information

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## SUBMITTAL INSTRUCTIONS

Please submit all permit applications and plans to [permits@tulaliptribes-nsn.gov](mailto:permits@tulaliptribes-nsn.gov)

**Note:** Paper submittals can be accepted on a case-by-case basis if there is a hardship.

## SUBMITTAL REQUIREMENTS

- 1. BUILDING PERMIT APPLICATION.** Please ensure the application is signed and dated.
- 2. PROPERTY OWNERSHIP DOCUMENTATION** such as a Title or Lease to the property.
- 3. SITE PLAN.** See example on next page. The Site Plan includes property boundaries, all existing and proposed buildings and structures, dimensions, distance to property lines, roads, right-of-ways, utilities, and waterbodies. (A survey may be required if project takes place near property line setbacks).
- 4. GENERAL LOCATION MAP.** The map must show an area at least 500 feet in all directions from the project boundary.
- 5. STRUCTURAL DESIGN PLANS and SPECIFICATIONS** with WA state engineer stamp that meets or exceeds the 2015 International Building Code as adopted and referenced in [Chapter 7.14.100](#). For manufactured homes, designs must meet Housing and Urban Development (HUD) standards.
- 6. Washington State Energy Code (WSEC) Forms**
  - Residential forms available on WSU Energy Program [website](#). For questions regarding these forms, please call: 360-956-2042 and/or 360-539-5300.
- 7. PERMIT FEES.** For a list of up to date permit fees check the Planning Dept website: <https://www.tulaliptribes-nsn.gov/Base/File/TTT-Title-7-Permit-Fees-20230728>

## ADDITIONAL SUBMITTAL REQUIREMENTS IF NEEDED

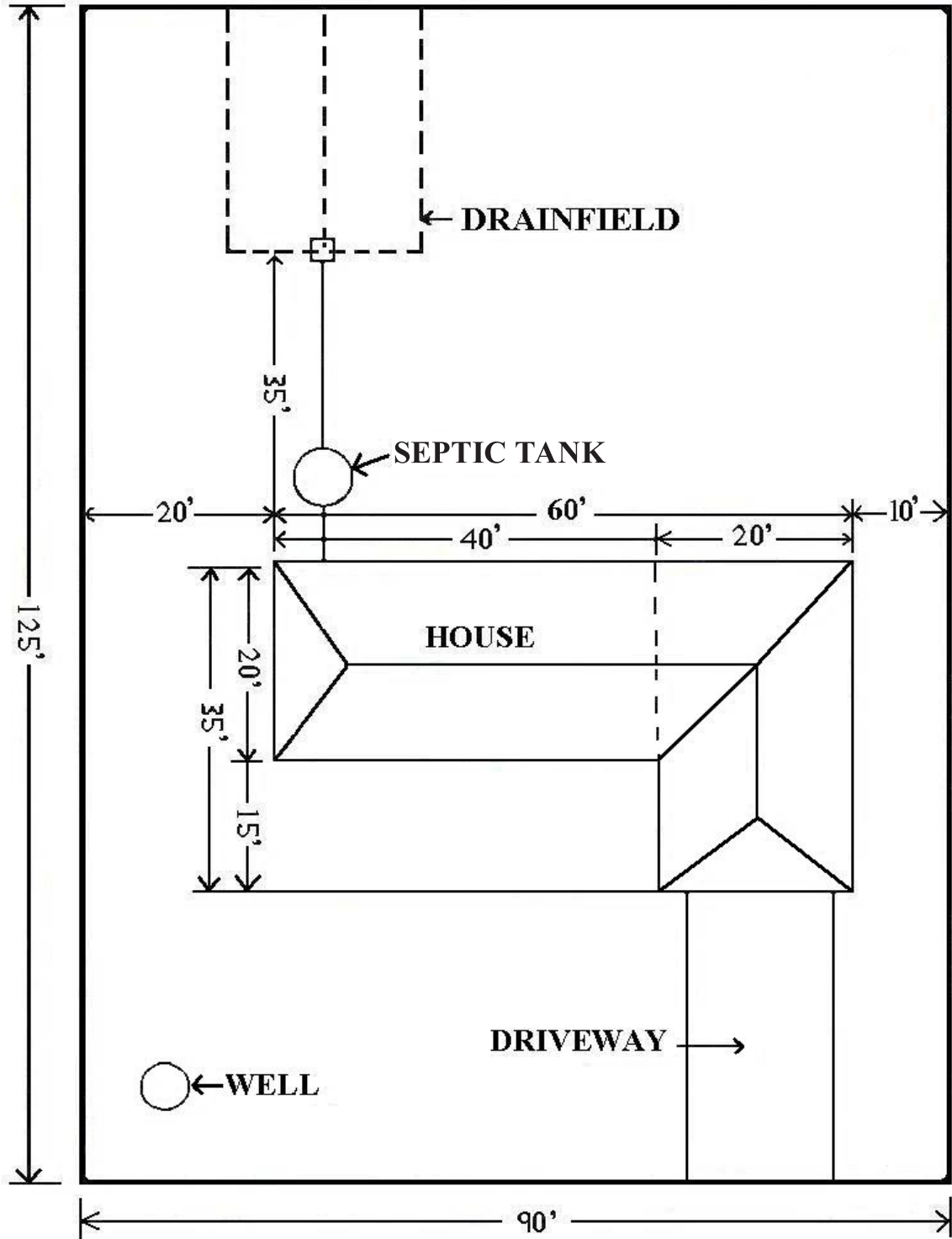
If the application is incomplete or additional submittal requirements are required, Planning staff may request one or more of the following depending on the nature of the project:

- Tulalip Utility Hook-Up Agreement
- Well or Septic Tank Permits
- Topographic Map
- Drainage Plan
- Erosion Control Plan
- Environmental Checklist
- Cultural Survey
- Traffic Study
- Property Survey
- HUD Certified Manufactured Home Specifications
  - Floor Plan
  - Elevation Plan
  - Foundation Plan
  - Installation Manual
- Mitigation or Restoration Plan
- Environmental Lands Impact Avoidance & Minimization Form
- Wetland Delineation Report
- Other

## REVIEW PROCESS

After submittal, your application will be reviewed for completeness. Within five business days Planning Dept. staff will respond with a permit reference number, permit fees, and estimated review time. Your complete application will be reviewed by multiple Tribal departments and contracted building official for consistency with all adopted Tulalip Tribal Codes. All contractors and subcontractors doing business in Tulalip are required to have a current Tulalip Business License and may also be subject to TERO review. Please contact these Departments prior to construction to confirm what may be required for your project.

# Site Plan Example



SCALE 1"=20'

