



**CITY OF KELSO  
COMMUNITY DEVELOPMENT DEPARTMENT**

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## **COMMERCIAL BUILDING PERMIT CHECKLIST**

The following checklist identifies information to be included with the application for a Building Permit. **All of the following information must be submitted and the application fee must be paid** before the application is considered complete. Please see the applicable provisions of the Kelso Municipal Code (KMC) Chapter 17.

**Three (3) folded and collated copies of the following information:**

**SITE PLAN AND CONSTRUCTION PLANS MUST  
BE PREPARED ON 11 X 17 PAPER OR 24 X 36**

- Building Permit Application Form** - shall be completed and signed in ink by the applicant and property owner(s).
- Scale**  
Indicate map scale. Use any appropriate scale and note it on your site plan. Example – Scale: 1" = 40'
- North Arrow**  
Show an arrow indicating the NORTH direction
- Property Boundaries/Easements**  
Show property lines and all easements (utility, drainage, dike, access, railroad, etc.)  
Indicate site dimensions and names of adjacent roads/streets (see example)
- Driveway**  
Show entire length and width of driveway in feet. Indicate grade of driveway in percent (%) of slope (if applicable)
- Building Footprint**  
Show location, dimensions and setbacks of all existing and proposed buildings or structures. If this project includes an addition, please clearly show the addition different from the existing building. Identify each building by its use (residence, garage, etc.). Indicate roof overhang lines and any decks, porches or retaining walls.
- Setbacks**  
Indicate the building setbacks from all property lines with a dashed line. Include shoreline setbacks when applicable.

**Water/Sewer Lines**

Show all water and sewer line locations

**Slope**

Indicate slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion or landslide areas as well as any potential unstable slopes greater than 15%. **“Percentage % of slope = Rise (drop in height) divided by Run (distance) multiplied by 100”.**

***OTHER FEATURES TO INCLUDE ON YOUR SITE PLAN IF APPLICABLE***

**Shorelines**

For shoreline properties, show the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines.

**Diking District**

Show both measurements from the water ward side and the landward side of the dike and distance to project.