



DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368
Tel: 360.379.4450 | Fax: 360.379.4451
Web: www.co.jefferson.wa.us/communitydevelopment
E-mail: dcd@co.jefferson.wa.us

LIFE / FIRE AND CONSISTENCY REVIEW APPLICATION

Please check one: CHANGE OF USE REVIEW

SITE ADDRESS: _____
ZIP _____

9 DIGIT PARCEL ID NUMBER _____

APPLICANT _____ PHONE _____

MAILING ADDRESS _____
ZIP _____

PROPERTY OWNER _____ PHONE _____

MAILING ADDRESS _____
ZIP _____

CURRENT USE(S) _____

PROPOSED USE(S) _____

SEPTIC PERMIT NUMBER _____

IBC OCCUPANCY
Classification _____

IBC TYPE OF CONSTRUCTION
Classification _____

NUMBER OF BEDROOMS

PROPOSED _____

EXISTING _____

TOTAL _____

NUMBER OF BATHROOMS

PROPOSED _____

EXISTING _____

TOTAL _____

WATER

Public Water _____

Private Well

2-party Well

EXISTING # OF PARKING SPACES _____

OF HANDICAP PARKING SPACES _____

CURRENT NUMBER OF OCCUPANTS (includes owners, tenants, employees, etc) _____

PROPOSED NUMBER OF OCCUPANTS (includes owners, tenants, employees, etc) _____

CURRENT TOTAL SQUARE FOOTAGE (includes decks, porches, outbuildings, shed...etc) _____

PROPOSED TOTAL SQUARE FOOTAGE (includes decks, porches, outbuildings, shed...etc) _____

APPLICANT SIGNATURE _____ DATE ____/____/____

		FOR OFFICE USE ONLY	
CONSISTENCY REVIEW \$	_____	RECEIPT #	_____
BASE FEE	_____	CASH/CK #	_____
STATE SURCHARGE	4.50	DATE	____/____/____
TOTAL	_____		

LIFE / FIRE AND CONSISTENCY REVIEW CHECKLIST

A COMPLETE APPLICATION CONSISTS OF:

- PERMIT APPLICATION.** Must be signed by property owner of record.
- FLOOR PLANS.** One floor plan showing **existing** structures and uses. One floor plan showing **proposed** structure and uses.
- THE SITE PLAN.** Please include all information requested on the site plan checklist.
If the size of the site plan is larger than 11" x 17" you must provide us with **7** copies at the time of application. We cannot copy documents larger than 11" x 17".
- LIFE / FIRE AND CONSISTENCY REVIEW APPLICATION.**
The application asks for number of employees, number of bathrooms, number of parking spaces, square footage, heat source, and water source. Please sign and date.
- LANDSCAPE PLAN.** Please include location and type of signs, vegetation, parking spaces, including handicap parking and route of travel.
- PRE-APPLICATION CONFERENCE.** The Development Review Division will determine if your project requires a zoning permit or a pre-application conference. This **may** be accomplished by phoning the Planner of the Day.
- PERMIT FEES.** Payable at time of application.