



Permit Center
 Location: 400 W. Gowe
 Mail to: 220 4th Avenue S. • Kent, WA 98032
 (253) 856-5300 FAX: (253) 856-6412
 www.KentWa.gov/permitcenter

Minor Civil Construction Permit Application

Rtg. Type REMC	Tracking Number 2 1 _____	
Permit Name		
Date Submitted		
Projected Review Date		
Routing:	<input type="checkbox"/> RC	<input type="checkbox"/> PWO
	<input type="checkbox"/> PWGIS	
# of Copies:		

Project Name: _____
 Project Location: _____ Parcel Number: _____
 Description of Project: _____

Does the project include a stormwater detention vault or retaining wall? Yes No **A separate building permit may be required**

Owner	
Name:	
Address:	
City:	Zip:
Phone:	
Email:	

Contractor	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
Contractor I.D. No:	
Email:	

Architect/Engineer	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
License No:	
Email:	

Contact	
Name:	Company:
Address:	
City:	Zip:
Phone:	Fax:
E-mail:	

Minor Civil Construction	
<input type="checkbox"/> Minor Civil Small (less than \$20,000)	
<input type="checkbox"/> Minor Civil (\$20,000-\$59,999)	
*Projects \$60,000 or more require a Civil Construction Permit (RECC permit type)	
Total Cost Estimate: \$	
<i>(Cost of civil improvements from Engineer's Cost Est (A+B+C+D))</i>	

Plans Submitted Are For: (check only one)	
<input type="checkbox"/> On-Site Improvements	<input type="checkbox"/> Off-Site Improvements
<input type="checkbox"/> Both On-Site and Off-Site Improvements	

Plans Include: (check all that apply)		
<input type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Storm
<input type="checkbox"/> Street	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Street Lights
<input type="checkbox"/> Grading	<input type="checkbox"/> TESC	<input type="checkbox"/> Traffic Control Plans
<input type="checkbox"/> Channelization & Signage	<input type="checkbox"/> Critical Area Mitigation	

Earthwork and Clearing		
Earthwork Volume:		
Cut _____	Fill _____	Total CY _____
Area of Site Disturbance: _____ Acres; _____ SF (if more than 1 Acre, NPDES permit is required)		
Total Area of New or Replaced Hard Surface: _____ Acres; _____ SF		

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.

Name (please print) _____ Signature _____ Date _____



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**Minor Civil Construction
 Submittal Checklist**

Completed by
Date
Project Name
Land Use Permit Number

In order to accept your application for a Minor Civil Construction permit, the City of Kent requires the following information. Please call Development Engineering at 253-856-5569 to determine submittal requirements for your project.

----- FOR OFFICE USE ONLY -----

Plans (Provide 4 sets of plans)

- Engineering Plans per Kent Design and Construction Standards (KDCS) Chapter 1 Including:
 - Title Sheet
 - Conditions of Approval & SEPA Conditions
 - Existing Boundary and Topo Survey
 - Horizontal Control Plan (subdivisions)
 - TESC Plans
 - Grading Plans
 - Storm Drainage Plans
 - Water and Sewer Plans
- Street Lighting Plans per KDCS 6.14
- Final Mitigation Plans per KCC11.06 and DAB #10-2
- Tree Preservation Plans per KCC 15.08.240
- Street Tree Plans Per KDCS 6.13
- Landscaping Plans
- Recreation Space Plan per KCC 12.04.060
- Other Plans as required (ex. Signal Plans)

Technical Reports (1 copy)

- Technical Information Report (TIR) per Kent Surface Water Design Manual (KSWDM) 2.3
- Geotechnical Report
- Stormwater Pollution Prevention Plan (SWPPP) per NPDES requirements if over 1 acre of disturbed area.
- Other Reports as required

Supporting Documents (1 copy)

- Engineer's Cost Estimate per KDCS Appendix D prepared by a licensed engineer. Spreadsheet is available on our website. Enter total cost (A+B+C+D) on Civil Construction Application. Engineer's Cost Estimate will be used to determine Financial Guarantee/Bond Amount.
- Letter from applicant or agent stating how each condition of approval is or will be addressed including:
 - SEPA Conditions (DNS or MDNS)
 - Short Subdivision Conditions or Hearing Examiner's Conditions

Electronic Documents

- 1 Disk with AutoCad files of Engineering Plans. AutoCad files will be reviewed to verify drawings are on City of Kent Horizontal and Vertical Control and can be inserted readily into the City's GIS system (as required by KDCS)

Other Documents as required

Note: Minor Civil Construction Permits are for projects whose Engineering Cost Estimate is under \$60,000 and when SEPA is not required. For Minor Civil Construction Permits only, one or more of the submittal requirements may be omitted or may be modified by Development Engineering. All submitted requirements apply unless completed by Development Engineering.