



Commercial Civil Construction Plan Checklist

SKAGITCOUNTYWA.GOV

Each element on the checklist must be included in your site plan. County staff will review the same checklist for completeness determination. Staff cannot accept applications without each of the required elements.

It is critical that the elements listed below appear on the plans. For commercial projects, plans must be prepared by a Professional Civil Engineer.

If you have any questions, please contact [Ask a Permit Technician](#).

Commercial Civil Construction Plan Checklist

Required Commercial Civil Construction Plan Elements

☐	Plan Size: All site plans must be clearly and accurately drawn on a size of 18" x 24" or 24" x 36". If you need more space, you may logically divide your site and draw each portion on a different page or use layers.
☐	Title block: Applicant's name, site address, date, and assessor property ID number (P-number) for the subject property.
☐	Scale: Drawn to a standard engineering scale, (ex. 1"=10', 1"=20', 1"=30', etc.)
☐	North arrow: Show an arrow indicating the north direction.
☐	Legend: Provide a legend for use of various dash lines, or symbol identification.
☐	Existing vs Proposed. Clearly differentiate on drawings between existing (E) and proposed (P) conditions or improvements.
☐	Property boundaries: Show all the property lines of all relevant parcels.
☐	Easements: Show all easements (e.g., utility, drainage, dike, access, railroad).
☐	Setbacks: Show the distances from all existing and proposed buildings from all property lines, critical areas, and shorelines.
☐	Critical Areas: Show the distances from all existing and proposed buildings from critical areas and associated buffers.
☐	Shorelines: If within 200 feet of the ordinary high-water mark (OHWM), show the OHWM and setbacks from OHWM to all structures, including neighbors' structures, within 300 feet from both side property lines. If within 500 feet of a dike or levee, show measurements from the landward toe of the dike to the project.

☐	Building footprints: Show location and dimensions of all existing and proposed buildings or structures. Identify each building by its use (e.g., residence, garage). Show roof overhang lines, decks, porches, and retaining walls.
☐	Well location and water lines: Show the drinking water supply (existing and proposed, public or individual). Show all wells, a 100' radius around each well, public water mains, and water supply pipes to all buildings.
☐	Septic or sewer: Show method of sewage disposal. For private septic, show existing and proposed tank, drain fields, and lines. Tanks must be 5' from the building foundation and 50' from any well. Drain fields must be 10' from the building foundation and 100' from any well. For public sewer, show location of sewer main and private pipes to buildings.
☐	Fuel tanks: Show the location of any existing or proposed fuel tank (e.g., propane, fuel oil).
☐	Slope: Show slope (elevation change) of building site. Use contour lines or arrows to show direction and percent (%) of slope(s). Identify any erosion area, landslide area or potential unstable slopes greater than 15%.
☐	Land disturbance: Show all grading, cut and fill quantities.
☐	Stormwater drainage: Show the location and dimensions of existing and proposed: • infiltration systems; • stormwater ponds; • drainage ditches; • below-grade pipes; • temporary erosion and sediment control techniques; • clearing limits.
☐	Driveway: Show entire length and width of driveway in feet to a public or private road. Show grade of driveway in percent of slope. Turnout is required every 300 feet. To create a turnout, the road must be widened to 20 feet for a length of 30 feet to allow vehicles to pull over and emergency vehicles to pass.
☐	Construction entrance: Location of stabilized construction entrance; minimum 100 feet long.
☐	Porta-potties: Keep at least 25 feet away from any storm inlets or critical areas.
☐	Material stockpiles: Keep materials stockpiles, equipment and supply staging area away from areas that will be used for septic drainfields and stormwater infiltration. These areas should be protected and avoided.
☐	Compensatory storage: Provide location and size of compensatory storage, if proposed.
☐	Final grade: Show the proposed final building site grade using contour lines or arrows to show direction and percent (%) of slope(s).

IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).