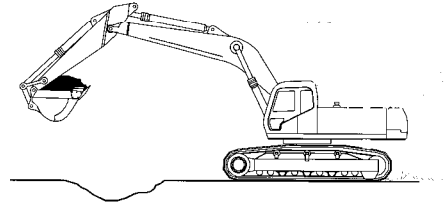




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# Land Disturbance Permit Application Packet

## Application Packet Contents

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## Purpose

A land disturbance permit is required for land clearing, grading, or filling activities that are not exempt under Section 1302 of the City of Ferndale Development Standards. This includes land disturbance activities on all public or private property within the City of Ferndale. Please familiarize yourself with the City of Ferndale Development Standards, Chapter 13, before commencing your project. You may visit our website by using this filepath:

<http://www.cityofferndale.org/publicWorks/plansAndStandards/developmentStandards/CHAPTER%2013%20Land%20Disturbance.pdf>

The intent of the land disturbance permit process is to prevent alteration of natural drainage features, as well as protecting wetlands, streams, and other critical areas. Please familiarize yourself with the City of Ferndale Critical Area Ordinance, Chapter 16.08 of the Ferndale Municipal Code. You may visit our website by using this filepath:

<http://www.cityofferndale.org/communityDevelopment/Planning/plansAndDocuments/criticalAreasOrdinance/criticalAreasOrdinance.php>

All Land disturbance activities require temporary erosion and sedimentation control during the construction process to protect these sensitive areas.

NOTE: READ THROUGH THIS PACKET BEFORE YOU FILL OUT OR SUBMIT YOUR APPLICATION. APPLICATION SUBMITTALS WITH MISSING INFORMATION MAY CAUSE YOUR APPLICATION TO BE REJECTED AND/OR SLOW YOUR PERMITTING PROCESS DOWN



## Public Notice Thresholds

- Any landfill or excavation of (500) cubic yards throughout the total lifetime of the fill or excavation requires SEPA public notice (WAC 197-11-800).
- Any land disturbance of (500) cubic yards requires public notice (FMC § 14.11.020).

Administrative approvals require public notification of the action and will be final after the 15-day notification period expires, if no appeals are filed. Any appeals are heard by the Ferndale Hearing Examiner at a public hearing (FMC § 14.11.010 and 14.11.020). If appropriate these two public notices may be combined as one notice.

## Critical Areas Review

Some Land Disturbance Applications may require a Critical Areas Review both on-site and on adjacent properties. Please contact a Planner before completing your application to determine if there are any critical areas on or near the project site. If the City determines a critical areas review is necessary, additional studies and documentation may be necessary.

## Temporary Erosion and Sedimentation Control (TESC) Plans

In general a small project TESC plan may be accepted for projects that do not exceed any of the following thresholds (Section 1103 & 1104 Development Standards):

- Individual, detached, single family residences and duplexes (see exceptions Section 1302 Development Standards)
- Creation of less than 5,000 square feet of impervious surface
- Land disturbance activities of less than one acre

Small project TESC plans must meet Section 1103 and 1104 of the City of Ferndale Development Standards. All other projects require an "Engineered" large project TESC plan and must meet the requirements of Section 1105 and 1106 of the City of Ferndale Development Standards.

## Permit Application Process

1. Applicant must provide information as set forth in Section 1303 of the City of Ferndale Development Standards and submittal requirements 1-6 as indicated on Page 2 of the Permit Application.
2. Provide SEPA and Land Disturbance Public Notice, if necessary. If appeals are made during the notification period than these appeals shall be heard by the Ferndale Hearing Examiner at a public hearing.
3. Staff review of application materials. This review may require the submittal of additional information and/or review by other agencies and third party consultants.
4. The permit may be simply issued, issued with conditions, or a denial will be issued. If permit is issued with conditions of approval, those conditions must be strictly followed for the permit to stay active.
5. Post a performance bond, if necessary.
6. Prior to any grading or filling work, a preconstruction conference with the Public Works Department may be required by the Public Works Inspector.

Please note that missing information on the face of the permit and in the application will likely add time to processing of the permit. Most permits can be processed in 2-4 weeks, following plan review approval. Project size and unusual conditions may require additional processing time. Land Disturbance Applications submitted without an associated Development project may be further delayed or rejected.



## Bonds and Securities

A performance bond or approved security is required for cost of the land disturbance repair and stabilization per Section 504 of the City of Ferndale Development Standards. In general, a performance bond is required if 500 cubic yards of fill are moved and the land disturbance application is not submitted in conjunction with an application for subdivision. Amounts are typically 150% of project costs, based on Engineer estimates.

## Permit Applicability and Exemptions

A land disturbance is any clearing of vegetation, grading, filling, or excavation that occurs on any parcel of property within the corporate limits of the City of Ferndale. The following activities do not require a permit unless the specified threshold is exceeded:

1. Single-family building permit and accessory structures on property located within an approved subdivision or where the proposed disturbance site is one half acre or less and gradients average less than 15%.
2. Small and essentially isolated and self-contained land disturbance less than 10,000 square feet if there is no danger to private or public property, when approved by the Public Works Director.
3. An excavation where no negative environmental impacts will result from such activity for basement and footings of a building, retaining wall or other structure authorized by a valid building permit. This does not include any fill made with material from such an excavation or any excavation having an unsupported height greater than 4 feet after the completion of the aforementioned structure.
4. Activities in the City right-of-way as approved by a valid Revocable Encroachment Permit.
5. Cemetery graves.
6. Refuse disposal sites controlled by other regulations.
7. Excavations for wells or tunnels
8. Stripped and stockpiled topsoil and site preparation for the following: mining, quarrying, excavating, processing, stockpiling of rocks, sand, gravel, aggregate or clay, where established and provided for by law and pursuant to the City of Ferndale zoning ordinance, provided such operations do not affect the lateral support, increase the stresses in, or pressure upon any adjacent or contiguous property.
9. Exploratory excavation under the direction of soil engineers or engineering geologists.
10. An excavation which: 1) is less than 2 feet in depth, or 2) does not create a slope greater than 5 feet in height and steeper than 1.5 horizontal to 1 vertical, or less than 3 feet in depth, for unconsolidated materials, and less than one half acre in size, not intended to support structures, which does not exceed 50 cubic yards total on any one lot and does not alter a drainage course.
11. Miscellaneous land disturbance for the purposes of non-commercial gardening and yard maintenance resulting in disturbed areas less than one half acres in size.
12. Removal of brush by hand for purposes of clean-up or survey including the removal of logs or diseased or leaning trees that represent a safety hazard, provided that such activities have been determined to be exempt from the Forest Practices Act.
13. Any activities conducted by the City of Ferndale Flood Control Program and/or improvement programs subject to the Shorelines Management Act that are designated as substantial development.



## Before You Start

Prior to submitting a Land Disturbance Permit application, you should discuss your plans with staff at the Community Development Department, Planning & Engineering Division to obtain relevant information that will inform you of the requirements needed in completing this application. You should also inquire at this time about any special development regulations or other special considerations that may apply specifically to your site. Additional information, plans, or studies may be required at the time that the Land Disturbance Permit application is under review at the City. To ensure availability by Planning and/or Engineering staff, please call ahead to schedule an appointment.

## Preparing Your Application

All application forms must be filled out completely and neatly in blue or black ink. Pencil may not be used. All forms are legal documents and must be signed, including the application form. All copies must be made BEFORE the time of appointment, including any copies you wish to retain for your files. Refer to the section entitled "General Submittal Requirements" for general information that may be required at time of submission.

## Submitting Your Application

To submit an application to the City, ***you must schedule an appointment with the Planning Coordinator***. Do not call for an appointment unless you have all application materials complete and ready. Staff will collect the appropriate fee for review of the Land Disturbance Application at time of submission. (See fee schedule, page 7)

## City Review of Your Plans

It is common during the Plan Review Process for City staff to contact the applicant and/or professionals that prepared the plans/studies on behalf of the applicant to gather additional information. Permit applications pending required information from the applicant will be placed on hold until such time that additional information is provided to the City. See the attached Plan Completeness Checklist and Plan Checklist.

## Issuing Your Permit

When the Plan Review is complete by all divisions of the Department, and your plans are approved by the Public Works Director, you will be contacted and a Pre-Construction meeting may be scheduled. The purpose of the meeting is to open communications between the applicant, engineer and contractors in order to ensure all parties are familiar with the Approved Plan Set, WSDOT Standards, the City of Ferndale Development Standards and all other regulatory agencies. Once all the required fees, permits and authorizations are approved and accepted, a Land Disturbance Permit and your Notice to Proceed will be issued. This permit becomes null and void if work or construction authorized does not commence within 180 days, or if construction or work is suspended or abandoned for a period of 180 days.

## Inspecting Your Project

The applicant is responsible for scheduling inspections as required at each phase of construction. All aspects of your project in the current and/or future City right-of-way and all publicly maintained utilities shall be inspected for compliance with the City of Ferndale Development Standards, WSDOT Standards and the Approved Plans. If any portion is backfilled before inspection, the Contractor shall dig up that portion for inspection at the contractor's expense.



## General Submittal Requirements

The table below shows the basic submittal requirements, including the number of copies required. **Please note:** There may be additional submittal requirements. You must have all of the required components BEFORE you call for an appointment to submit your Land Disturbance Permit Application. If your information is not complete, your permit application cannot be processed.

<b>SUBMITTAL REQUIREMENTS</b>
-----------------------------------

Type of Document	Copies	Required	Intake	City Engineer
<b>Completed Application Form</b>	1	√		
<b>Approved Site Plan (Planning Department)</b>	1	√		
<b>Permit Application Fee as Determined by Volume of Fill/Excavation</b>		√		
<b>General Site Plan or Civil Engineered Plans (Refer to Development Standards)</b>	2	√		
<b>Development Review Account Fee Deposit (Engineering)</b>		√		
<b>Stormwater Report including:</b> <ul style="list-style-type: none"> <li>• Preliminary Drainage Review (refer to Chapters 9 and 10 of the Development Standards Guide)</li> <li>• Temporary Erosion Sedimentation Control Plan (refer to Chapter 11 of the Development Standards Guide)</li> <li>• Supporting Calculations</li> </ul>	2	√		
<b>SEPA Determination (Planning Department)</b>	2	√		
<b>Authorization of Exemption Letter from the U.S. Army Corps of Engineers</b>	1	√		



**Basic Plan Checklist – Please refer to City Development Standards for Specific Requirements**

**To be reviewed for completeness by City Engineer**

- Has this project been presented to the Technical Review Committee? Date of meeting: \_\_\_\_\_
- Is this submittal in Compliance to Letter of Conditions from Planning Department?
- Has a Development Review Account been established with the Public Works Department?
- Have funds been deposited in the Development Review Account?
- Erosion Control Plan must be submitted on all site work requiring a Land Disturbance Permit
- 2 Sets of Stormwater reports
- 2 Sets of Plan on reproducible 24 x 36, each Sheet Stamped by licensed engineer

**COVER SHEET**

- Sheet Index
- Vicinity Map to an appropriate scale that shows major cross streets on cover sheet
- Legend (APWA Standard Symbols or approved alternatives)
- North Arrow on all sheets as needed
- Scale Bar
- Scale for sites shall be 1 inch = 20 feet minimum, unless otherwise approved by the City of Ferndale.
- Current City of Ferndale datum – bench mark number elevation (MSL) and location
- Title Block:
  - Title of Project
  - Date
  - Design by:
  - Drawn by:
  - Checked by:
  - Signature Approval Block
  - Sheet Number of total sheets (e.g., 2 of 5)
  - 2" High X 2-3/4" Wide block left blank for City approval stamp
  - Engineer's / Land Surveyor's stamp signed and dated
- "Call Before You Dig" note

**EXISTING CONDITIONS MAP:**

- Engineer's / Land Surveyor's stamp signed and dated
- Site located in Washington State Plane coordinates, tied to Ferndale monumentation network
- Bearing and distances shown to Section Corner (1/4 corner acceptable)
- Location of property boundaries showing bearing and distances on all property lines
- Section, Township, Range, and breakdown to boundaries and subdivisions

**PROJECT OVERVIEW MAP**

**SITE EROSION SEDIMENTATION AND STORMWATER CONTROL PLAN**

**COMPOSITE UTILITY PLAN**

**STORM DRAINAGE IMPROVEMENTS PLAN**

**ROAD IMPROVEMENTS MAP**

**WATER DISTRIBUTION SYSTEM**

**SITE SANITARY SEWER IMPROVEMENTS**

**DETAIL SHEET(S)**

**GENERAL NOTES SHEET**



### **Minimum Requirements that Apply to Any Land Altering Activities**

(An engineered erosion control plan is required for projects greater than one acre or located on slopes greater than 15%):

1. Land disturbance permits, authorization, and exemption notices, or any other land use permit involving land disturbance, must be posted and clearly visible at the access to the site.
2. Notice to the City must be given 24 hours prior to starting work, and 24 hours prior to completion of the permitted land disturbance. Failure to do so may nullify the permit and subject the applicant to penalties pursuant to Section 204 of the Development Standards for the City of Ferndale.
3. Provide a clean, hard surface for vehicles entering the site to eliminate tracking soil onto the street. Surface materials may include quarry spalls, crushed rock, or river rock (see illustration of Stabilized Construction Entrance attached).
4. Construct a silt barrier down slope of activity and maintain it in working order until permanent vegetation is fully established; and/or
5. Direct on-site rainfall runoff to a single point on the property. Construct an adequately sized sump or basin filtering system to accommodate the directed runoff. Discharge the filtered runoff to an existing drainage facility.
6. Where areas have been stripped of vegetation and no further work is anticipated for a period of thirty (30) days, land shall be stabilized through seeding and/or mulching.
7. Topsoil shall not be used as fill material. Sites being stripped for grading or excavation must stockpile on site for top dressing road banks, lawns, and mining reclamation.
8. Critical Areas: In areas such as wetlands as shown in Critical Areas Ordinance #955 on the wetlands map, the applicant must have a permit from the Corps of Engineers or a letter of exemption. For alteration of land in the 100-year floodplain, a Floodplain Permit from the City of Ferndale is required.
9. Forested Areas: A permit from the State of Washington Department of Natural Resources is required for logging activity. If the forested area is located in a critical area, such as a wetland, a wetland permit from the Corps of Engineers would be required.
10. Work in the City Right-of-Way: An encroachment permit from the City of Ferndale is required for any work performed.
11. All land disturbance activity is prohibited between October 1 and April 1. However, land disturbance activities will be allowed between October 1 and April 30, provided that all work is performed in conformance with the 2005 Department of Ecology Stormwater Management Manual for Western Washington, Volume I, Element 12, seasonal and work elements. (see attached sheets 2-22, 2-23, 2-24).
12. The City requires a person that has completed training and is a Certified Erosion and Sedimentation Control Lead (CESCL) to be on site monitor and upgrade erosion control measures in order to ensure they remain in compliance as site conditions change.



## Permit Applicability and Exemptions

A land disturbance is any clearing of vegetation, grading, filling, or excavation that occurs on any parcel of property within the corporate limits of the City of Ferndale. The following activities do not require a permit unless the specified threshold is exceeded:

14. Single-family building permit and accessory structures on property located within an approved subdivision or where the proposed disturbance site is one half acre or less and gradients average less than 15%.
15. Small and essentially isolated and self-contained land disturbance less than 10,000 square feet if there is no danger to private or public property, when approved by the Public Works Director.
16. An excavation where no negative environmental impacts will result from such activity for basement and footings of a building, retaining wall or other structure authorized by a valid building permit. This does not include any fill made with material from such an excavation or any excavation having an unsupported height greater than 4 feet after the completion of the aforementioned structure.
17. Activities in the City right-of-way as approved by a valid Revocable Encroachment Permit.
18. Cemetery graves.
19. Refuse disposal sites controlled by other regulations.
20. Excavations for wells or tunnels
21. Stripped and stockpiled topsoil and site preparation for the following: mining, quarrying, excavating, processing, stockpiling of rocks, sand, gravel, aggregate or clay, where established and provided for by law and pursuant to the City of Ferndale zoning ordinance, provided such operations do not affect the lateral support, increase the stresses in, or pressure upon any adjacent or contiguous property.
22. Exploratory excavation under the direction of soil engineers or engineering geologists.
23. An excavation which: 1) is less than 2 feet in depth, or 2) does not create a slope greater than 5 feet in height and steeper than 1.5 horizontal to 1 vertical, or less than 3 feet in depth, for unconsolidated materials, and less than one half acre in size, not intended to support structures, which does not exceed 50 cubic yards total on any one lot and does not alter a drainage course.
24. Miscellaneous land disturbance for the purposes of non-commercial gardening and yard maintenance resulting in disturbed areas less than one half acres in size.
25. Removal of brush by hand for purposes of clean-up or survey including the removal of logs or diseased or leaning trees that represent a safety hazard, provided that such activities have been determined to be exempt from the Forest Practices Act.
26. Any activities conducted by the City of Ferndale Flood Control Program and/or improvement programs subject to the Shorelines Management Act that are designated as substantial development.



**Fees (Revised as of 1/1/2011 to reflect current Fee Schedule)**

Vegetation Clearing Permit ..... \$79.00

Land Disturbance Review and Permit Fees: See Tables –  
**Note: All fees are in addition to Clearing fee of \$79.00 and do not include SEPA or other fees.**

**Land Disturbance (Grading) Permit Fees**

**Land Disturbance (Grading) Plan Review Fees**

Cubic Yards		Fee
0	50	No Fee
51	100	\$ 24.00
101	1,000	\$ 38.00
1,001	10,000	\$ 51.00
10,001	20,000	\$ 75.50
20,001	30,000	\$ 100.00
30,001	40,000	\$ 124.50
40,001	50,000	\$ 149.00
50,001	60,000	\$ 173.50
60,001	70,000	\$ 198.00
70,001	80,000	\$ 222.50
80,001	90,000	\$ 247.00
90,001	100,000	\$ 271.50
100,001	110,000	\$ 295.25
110,001	120,000	\$ 308.50
120,001	130,000	\$ 321.75
130,001	140,000	\$ 335.00
140,001	150,000	\$ 348.50
150,001	160,000	\$ 361.75
160,001	170,000	\$ 375.00
170,001	180,000	\$ 388.25
180,001	190,000	\$ 401.50
190,001	200,000	\$ 414.75
200,001	210,000	\$ 428.25
210,001	220,000	\$ 435.50
220,001	230,000	\$ 442.75
230,001	240,000	\$ 450.00
240,001	250,000	\$ 457.25
250,001	260,000	\$ 464.50
260,001	270,000	\$ 471.75
270,001	280,000	\$ 479.00
280,001	290,000	\$ 486.25
290,001	300,000	\$ 493.50

Cubic Yards		Fee
0	50	\$ 24.00
51	100	\$ 38.00
101	200	\$ 55.50
201	300	\$ 73.00
301	400	\$ 90.50
401	500	\$ 108.00
501	600	\$ 125.50
601	700	\$ 143.00
701	800	\$ 160.50
801	900	\$ 178.00
901	1,000	\$ 195.50
1,001	2,000	\$ 219.50
2,001	3,000	\$ 234.00
3,001	4,000	\$ 248.50
4,001	5,000	\$ 263.00
5,001	6,000	\$ 277.50
6,001	7,000	\$ 292.00
7,001	8,000	\$ 306.50
8,001	9,000	\$ 321.00
9,001	10,000	\$ 335.50
10,001	20,000	\$ 407.00
20,001	30,000	\$ 473.00
30,001	40,000	\$ 539.00
40,001	50,000	\$ 605.00
50,001	60,000	\$ 671.00
60,001	70,000	\$ 737.00
70,001	80,000	\$ 803.00
80,001	90,000	\$ 866.00
90,001	100,000	\$ 935.00
100,001	110,000	\$ 999.50
110,001	120,000	\$ 1,036.00
120,001	130,000	\$ 1,072.50
130,001	140,000	\$ 1,109.00
140,001	150,000	\$ 1,145.50
150,001	160,000	\$ 1,182.00
160,001	170,000	\$ 1,218.50
170,001	180,000	\$ 1,255.00
180,001	190,000	\$ 1,291.50
190,001	200,000	\$ 1,328.00
200,001	210,000	\$ 1,364.50



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## PUBLIC WORKS DEPARTMENT LAND DISTURBANCE PERMIT APPLICATION

NOTE: Attach sheets as required to fulfill application requirements.

### JOB INFORMATION

<p><b>PROJECT NAME:</b> _____</p> <p><b>PROJECT DESCRIPTION:</b> _____          _____          _____</p> <p><b>PROJECT ADDRESS:</b> _____</p> <p><b>TAX PARCEL NUMBER(s):</b> _____          _____</p> <p><b>SIZE OF PARCEL (SQ FT)</b> _____</p> <p><b>Contractor Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City/State/Zip:</b> _____</p> <p><b>Phone:</b> _____</p> <p><b>Cell Phone:</b> _____</p> <p><b>Fax Number:</b> _____</p> <p><b>E-mail address:</b> _____</p>	<p><b>Owner Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City/State/Zip:</b> _____</p> <p><b>Phone:</b> _____</p> <p><b>Cell Phone:</b> _____</p> <p><b>Fax Number:</b> _____</p> <p><b>E-mail address:</b> _____</p> <p><b>Contact Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City/State/Zip:</b> _____</p> <p><b>Phone:</b> _____</p> <p><b>Cell Phone:</b> _____</p> <p><b>Fax Number:</b> _____</p> <p><b>E-mail address:</b> _____</p> <p><b>Comments :</b> _____</p>
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### TYPE OF APPLICATION

<input type="checkbox"/> CLEAR	<input type="checkbox"/> FILL	<input type="checkbox"/> GRADE	DURATION OF FILL/GRADE ACTIVITY: _____
APPROXIMATE AREA DISTURBED (SQ FT): _____		ORIGIN OF FILL MATERIAL: _____	
APPROXIMATE VOLUME MOVED (CUBIC YDS): _____		DESTINATION OF MATERIAL BEING REMOVED: _____	
(Volume is calculated with combination of Import and Export materials)			



## Additional Requirements

### THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT APPROVAL:

1. Vicinity map showing property and limits of land alteration.
2. Contour map or cross section showing before & after topography.
3. Description of any drainage courses altered by the proposal
4. Methods of erosion control & restoration of vegetation cover.
5. Traffic control or dump truck access.
6. Site restoration proposal.

### RECEIVED:

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### THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. Hours of operation are not to exceed 7:00 a.m. to 9:00 p.m. daily.
2. All work must be performed in accordance with the standard plans and specifications of the City of Ferndale
3. Where street closure is involved, a diagram of traffic control, detours and signage must be submitted prior to issuance of this permit.
4. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced
5. Slope conditions of a maximum of 2:1 shall be maintained
6. All Land Disturbance activities require temporary erosion and sedimentation control during the construction process to protect these sensitive areas.
7. Concrete trucks must do clean out operations on the subject site. **NO CLEANOUT OF CONCRETE TRUCKS OR SOILS ARE ALLOWED ON ADJACENT PROPERTIES OR INTO STORMWATER FACILITIES.**

## CERTIFICATION

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE. I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE CITY STAFF INVOLVED IN THIS APPLICATION OR THEIR DESIGNEES TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY WHICH IS NECESSARY TO PROCESS THIS APPLICATION. ALL PROVISIONS OF THE LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING PERFORMANCE OF THIS TYPE OF WORK.

FURTHER, I HEREBY CERTIFY THAT I AM THE OWNER OR AUTHORIZED BY THE OWNER/APPLICANT OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE.

\_\_\_\_\_  
**APPLICANT SIGNATURE:**

\_\_\_\_\_  
**DATE:**