

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercerisland.gov

Inspection Requests: Online: www.mybuildingpermit.com VM: 206.275.7730



PERMIT APPLICATION

A	SITE ADDRESS*		PROJECT VALUATION (REQUIRED)*		PERMIT #		
	P	PROPERTY OWNER: *		ADDRESS*		PHONE	
		TENANT NAME:				E-MAIL*	
	P	APPLICANT CONTACT NAME*		ADDRESS		PHONE	
						E-MAIL*	
	L	ARCHITECT / DESIGNER (Company/Name)		ADDRESS		PHONE	
				E-MAIL*			
I	STRUCTURAL ENGINEER (Company/Name)		ADDRESS		PHONE		
					E-MAIL*		
C	CONTRACTOR(Company/Name)		ADDRESS		PHONE		
					E-MAIL*		
A	STATE CONTRACTOR LICENSE #*:		MI BUSINESS LICENSE #*:				
	ELECTRICAL CONTRACTOR (Company/Name)		ADDRESS		PHONE		
N					E-MAIL*		
	STATE CONTRACTOR LICENSE #*:		MI BUSINESS LICENSE #*:				
T	PLUMBING CONTRACTOR (Company/Name)		ADDRESS		PHONE		
					E-MAIL*		
		STATE CONTRACTOR LICENSE #*:		MI BUSINESS LICENSE #*:			
*Required							
PERMIT TYPE	<input type="checkbox"/> Building	<input type="checkbox"/> Fuel Tank	OCCUPANCY TYPE	<input type="checkbox"/> SINGLE FAMILY	WORK TYPE	<input type="checkbox"/> ADDITION	
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading		<input type="checkbox"/> MULTI FAMILY		<input type="checkbox"/> ALTERATION	
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Stormwater		<input type="checkbox"/> COMMERCIAL		<input type="checkbox"/> NEW	
	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Site Development		<input type="checkbox"/> MIXED USE		<input type="checkbox"/> REPAIR	
	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Tree		<input type="checkbox"/> CHURCH/SCHOOL			
	<input type="checkbox"/> Water Service						

Briefly Describe Proposed Scope of Work (REQUIRED):

Will your project result in (all questions must be answered):

A change of use	YES <input type="checkbox"/>	NO <input type="checkbox"/>
New Single Family dwelling	YES <input type="checkbox"/>	NO <input type="checkbox"/>
A reduction in any existing side yard setback	YES <input type="checkbox"/>	NO <input type="checkbox"/>
An increase in lot coverage by more than 100 square feet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
An increase in the gross floor area of more than 500 square feet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
An increase in the maximum building height above the highest point of the building	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Continued on next page

NOTICE TO APPLICANT

Applications for which no permit is issued within 18 months shall expire. Once issued, building permits shall expire if work is not completed within two years from date of issue. Electrical, mechanical, and plumbing permits shall expire at the same time as the associated building permit except that if no associated building permit is issued, the electrical, mechanical and/or plumbing permit shall expire 180 days from issuance.

All work shall be done in accordance with the approved plans, except where such approval is in conflict with other codes. The approved plans shall not be changed or modified without the prior approval of the Building Official. It is the responsibility of the permittee to obtain the required inspections. Failure to notify this department that work is ready for inspection may necessitate the removal of some of the construction materials at the owner's expense in order to perform such inspections. All provisions of laws and ordinances governing this type of work will be met whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

I hereby certify that I am the owner of the subject property or I have been authorized by the owner(s) of the subject property to represent this application, and that I have read and examined this application and know the same to be true and correct. Also, I have received authorization to utilize all contractor license information provided within this application and have been informed about contractor license laws (RCW 18.27, RCW 18.106, etc.), and the potential risks and monetary liability to the homeowner for using an unregistered contractors (general, plumbing, electrical, etc.). Further information can be obtained at 1-800-647-0982.

Laurie Russelowski

Signature of Owner/Contractor/Authorized Agent

DATE

Printed Name of Owner/Contractor/Authorized Agent



CITY USE ONLY		
PROJECT NO.	RECEIPT NO.	FEE
Date Received:		
Received By:		

DESIGN REVIEW – DESIGN COMMISSION

Design review is the process by which the city evaluates developments within the City that meet the definition of “regulated improvements” in Mercer Island City Code (MICC) [19.16.010](#). Regulated Improvements are defined as:

Any development of any property within the city, except:

1. Property owned or controlled by the city; or
2. Single-family dwellings and the buildings, structures and uses accessory thereto; or
3. Wireless communications structures, including associated support structures and equipment cabinets.

The Design Commission is the decision authority for review of major new construction as well as minor exterior modifications in the Town Center. Most minor exterior modifications outside of the Town Center as well as some minor exterior modifications in the Town Center are reviewed by the Code Official. The Code Official may choose to send any application to the Design Commission for review.

REVIEW PROCESS – TYPE IV LAND USE REVIEW

Type IV reviews require discretion and may be actions of broad public interest. Decisions on Type IV reviews are only taken after an open record public hearing. Type IV reviews require a pre-application meeting, letter of complete application, notice of application mailing and posting, a 30-day public comment period, public hearing, notice of decision, and the decision is made by the Hearing Examiner or Design Commission.

PRE-APPLICATION MEETING

A Pre-Application Meeting is used to determine whether a land use project is ready for review, to review the land use application process, and to provide an opportunity for initial feedback on a proposed application. Some land use applications require a pre-application meeting – in particular: short and long subdivisions, lot line revisions, shoreline permits, variances, and critical area determinations. The City strongly recommends that all land use applications use the pre-application process to allow for feedback by City staff.

For more information on the Pre-Application Meeting process, please refer to the [Pre-Application Meeting Request Form](#).

FEES

Fees applicable to this project:

Design Review – Design Commission

Refer to the City of Mercer Island [Fee Schedule](#) for current permit fees.

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Gross Lot Area(s): _____

Net Lot Area(s): _____

Zone: _____

Shoreline Environment Designation (if located within 200 feet of Lake Washington):

- Urban Residential
- Urban Park

CRITICAL AREAS ON PROPERTY

GEOLOGICALLY HAZARDOUS AREAS

- Potential Landslide Hazard
- Erosion Hazard
- Seismic Hazard
- Steep Slope
- None

WATERCOURSES

- Type F
- Type Np
- Type Ns
- Piped
- Unknown

WETLANDS

- Category I
- Category II
- Category III
- Category IV
- Unknown

SUBMITTAL CHECKLIST

In addition to the items listed below, the code official may require the submission of any documentation reasonably necessary for review and approval of the land use application. An applicant for a land use approval and/or development proposal shall demonstrate that the proposed development complies with the applicable regulations and decision criteria.

- 1. Development Application Form.** Provide a completed and signed [Development Application Form](#).
- 2. Pre-Application Meeting.** [Pre-Application Meetings](#) are required for Type III & IV Land Use Permit Applications.
- 3. Study Session.** A study session is required for projects that will require design review and approval by the design commission.
- 4. Project Narrative.** The project narrative should describe the proposed development, including any anticipated phases.
- 5. Criteria Compliance Narrative.** Detail how the application meets the review criteria for Design Commission Design Review in [MICC 19.15.220](#). Refer to the [Code Compliance Matrix](#) Tip Sheet for preparing the narrative.
- 6. Title Report.** Less than 30 days old.
- 7. Affidavit of Ownership.** An Affidavit of Ownership, signed before a notary.
- 8. Affidavit of Agent Authority.** An Affidavit of Agent Authority, signed before a notary, if applicable.
- 9. Development Plan Set.** Refer to the [Land Use Application Plan Set Guide](#) for preparing plans.
- 10. Concurrent Review Form.** Provide a completed [Concurrent Review Form](#) if the applicant wishes to request consolidated review for two or more land use applications. Refer to MICC 19.15.030(F) for land use application reviews that may be consolidated.
- 11. Transportation Concurrency Application or Certificate.** Submit prior to, or concurrent with, any development proposal that will result in the creation of one or more net new vehicle trips during peak hours.
- 12. Traffic Study.** A Traffic Study is required if the development proposal will result in the creation of 10 or more net new vehicle trips during peak hours.
- 13. Critical Areas Study(s).** Critical areas studies prepared by a qualified professional, if the site is constrained by critical areas.
- 14. Arborist Report.** Arborist reports prepared by a qualified arborist is required unless waived by the city arborist.

- 15. SEPA Checklist.** A SEPA checklist and separate SEPA Review Application is required unless the project is categorically exempt per [WAC 197-11-800](#).
- 16. Parking Plan.** A Parking Plan is required unless the proposed development does not alter the existing parking lot design, or does not exceed the threshold for remodels in [MICC 19.11.130](#) for development in the Town Center.
- 17. Site Photographs.**
- 18. Photographic examples of existing and proposed colors and materials.**
- 19. Lighting and sign master plans.**
- 20. Fees.** Payment of required fees.

I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND SUBMITTAL CHECKLIST AND ALL REQUIRED APPLICATION MATERIALS ARE INCLUDED IN MY APPLICATION SUBMITTAL, UNLESS WAIVED BY THE CODE OFFICIAL. ALL INFORMATION SUBMITTED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT WILLFUL MISREPRESENTATION OF INFORMATION WILL TERMINATE THIS APPLICATION. I UNDERSTAND THAT MY SUBMITTAL WILL BE REVIEWED FOR COMPLETENESS AND, IF FOUND TO BE COMPLETE, WILL BE PROCESSED PURSUANT TO THE PROVISIONS OF CHAPTER 19.15 MICC.

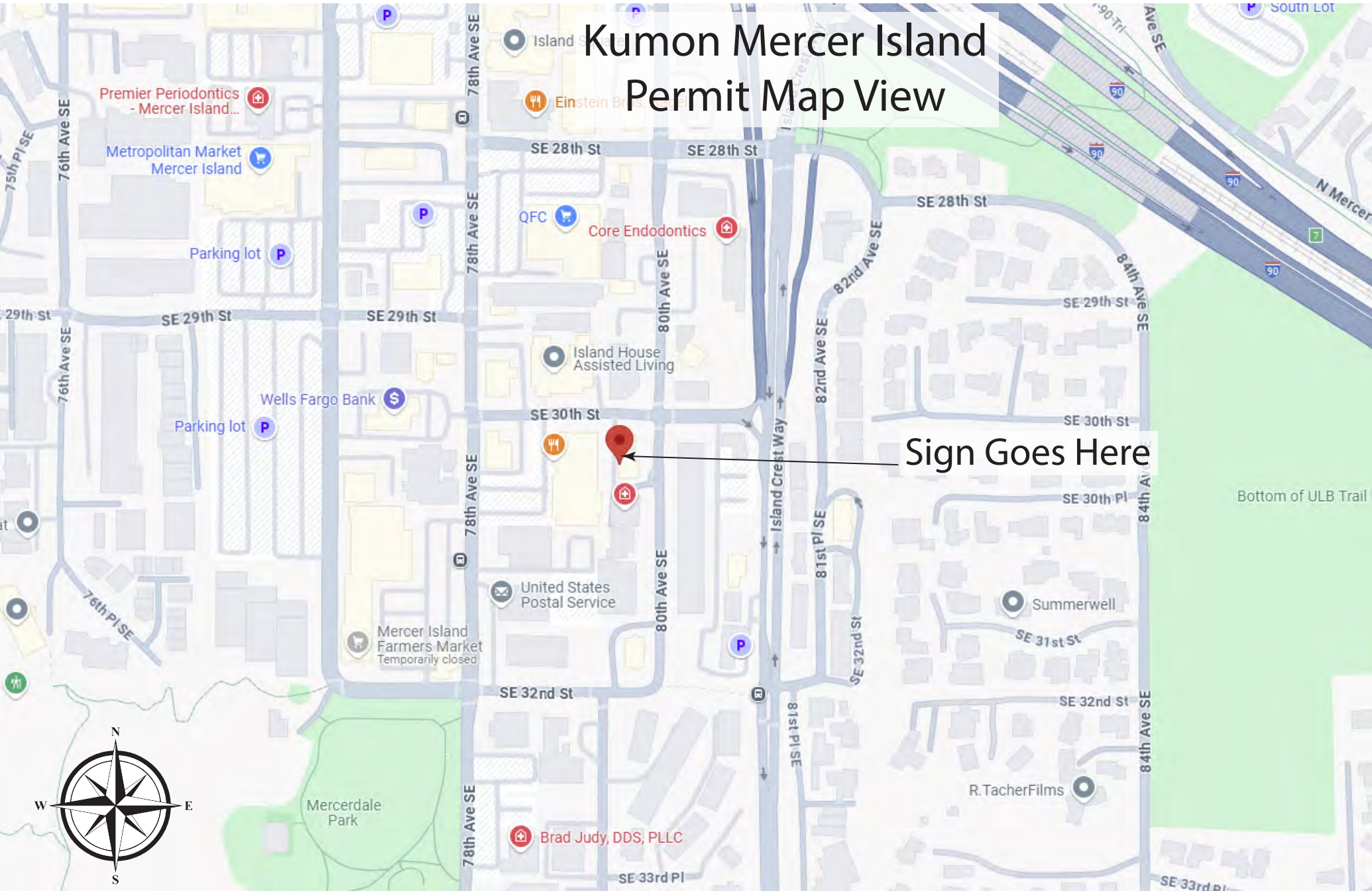
Signature


Date

Laurie Ruselowski

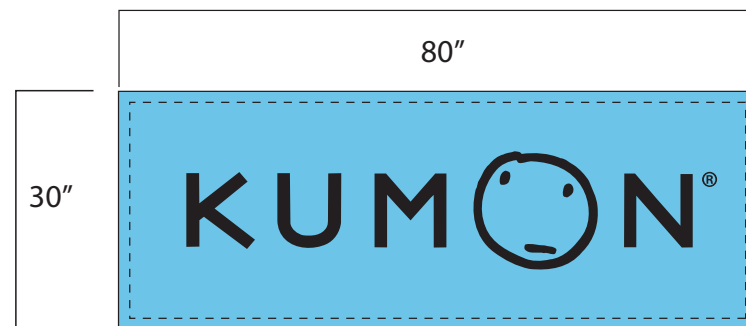
Kumon Mercer Island Permit Map View

Sign Goes Here



	<p>Project/Client: Kumon - Mercer Island</p>	<p>Original Date: 05/02/2025</p>	<p>Sign Type: non-illuminated sign cabinet</p>	<p>Install: Yes</p>
<p>Cascade Signs and Graphics ph. 425-818-0672 35312 SE Center St. Snoqualmie, WA 98065</p>	<p>Acceptance: Yes</p>	<p>File Name: kumon_sign_application.pdf</p>	<p>Location: 7845 SE 30th St. Mercer Island, WA 98040</p>	

KUMON NON-ILLUMINATED SIGN CABINET



FLAT POLY FACE REPLACEMENT

- Black vinyl logo on 3M 3630-7435 Blue background
- Flat polycarbonate faces
- Existing retainer is 1.5"

NON - ILLUMINATED ALUMINUM SIGN CABINET - 80" X 30"

FACE IS WHITE ACRYLIC WITH 3M TRANSLUCENT VINYL APPLIED

RETAINERS - 1.5" BLACK TRIM CAP

CABINET 5" THICK

INSTALLATION- CABINET SECURED TO WOODEN FACADE WITH 1/4" x 2.5" SS HEX LAG SCREWS

LAG SCREWS PLACED EVERY 24"

CABINET WEIGHT - 45 LBS

SIGN AREA SF = 16.6

SCALE - 1" = 7'



Project/Client:
Kumon - Mercer Island

Cascade Signs and Graphics
ph. 425-818-0672
35312 SE Center St.
Snoqualmie, WA 98065

Original Date:
05/02/2025

Acceptance:
Yes

Sign Type:
non-illuminated sign cabinet

File Name:
kumon_sign_application.pdf

Install:
Yes

Location:
7845 SE 30th St.
Mercer Island, WA 98040

KUMON NON-ILLUMINATED SIGN CABINET - ELEVATION



SUITE LENGTH = 41'

HEIGHT OF BUILDING - 22'

SIGN BAND - 48"

NON - ILLUMINATED ALUMINUM SIGN CABINET - 80" X 30"

SCALE - 1" = 7'

CABINET WEIGHT - 65 LBS
SIGN AREA SF = 17.5



Project/Client: Kumon - Mercer Island	Original Date: 05/02/2025	Sign Type: non-illuminated sign cabinet	Install: Yes
Cascade Signs and Graphics ph. 425-818-0672 35312 SE Center St. Snoqualmie, WA 98065	Acceptance: Yes	File Name: kumon_sign_application.pdf	Location: 7845 SE 30th St. Mercer Island, WA 98040