



RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Applicants Name: _____ Date: _____

Project address: _____

Please use this checklist to aid in preparing a complete building permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. This checklist has been developed in an effort to expedite the application review process. Please check off each line as you identify that your submittal contains the required information, place N/A on lines that do not apply to you specific project, then submit the checklist with your application.

NEW CONSTRUCTION, ADDITIONS, OR MAJOR REMODELS

Office Use Only	Applicant Use	1) Documents Required:
<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Permit application, including all parcel, applicant, and square footage information
<input type="checkbox"/>	<input type="checkbox"/>	Current copy of contractor's license
<input type="checkbox"/>	<input type="checkbox"/>	2 copies of site plan
<input type="checkbox"/>	<input type="checkbox"/>	Completed WA State Energy Worksheet – Zone 1 (Prescriptive or Component Performance)
<input type="checkbox"/>	<input type="checkbox"/>	Completed Mechanical and Plumbing applications
<input type="checkbox"/>	<input type="checkbox"/>	A copy of any discretionary permit pertaining to this project (i.e. variance, conditional use, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Grays Harbor County Health Dept approval if attached to existing Septic System
<input type="checkbox"/>	<input type="checkbox"/>	List of all required special inspections (verify with engineer of record, if applicable, i.e. concrete, welding, etc

CONSTRUCTION PLANS

2) Site Plan: PLEASE SUBMIT 2 COPIES OF THE SITE PLAN WITH THE FOLLOWING INFORMATION

<input type="checkbox"/>	<input type="checkbox"/>	Name and address of owner
<input type="checkbox"/>	<input type="checkbox"/>	Scaled and dimensioned (minimum 1/8" scale) – indicate North
		Include:
<input type="checkbox"/>	<input type="checkbox"/>	a) Dimensions of the lot(s) – all property line locations
<input type="checkbox"/>	<input type="checkbox"/>	b) Location and dimensions of all existing buildings, to include those to be demolished
<input type="checkbox"/>	<input type="checkbox"/>	c) Location and dimensions of all proposed buildings showing porches, decks, and showing distances to bldg's, retaining walls, rockeries and lot lines
<input type="checkbox"/>	<input type="checkbox"/>	d) Locations of all driveways, walkways, and parking
<input type="checkbox"/>	<input type="checkbox"/>	e) Location and dimensions and types of easements (i.e. drainage, access, utilities)
<input type="checkbox"/>	<input type="checkbox"/>	f) Front, rear, and sideyard dimensions
<input type="checkbox"/>	<input type="checkbox"/>	g) All prominent land features, i.e. slopes, streams, rights of ways, etc.
<input type="checkbox"/>	<input type="checkbox"/>	h) Proposed locations of all utility connections
<input type="checkbox"/>	<input type="checkbox"/>	i) Location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access between the site and public road.
<input type="checkbox"/>	<input type="checkbox"/>	Approximate surface elevation at the corner of the site and first floor level. On sites with slopes greater than 15% (a change in surface elevation of 15 vertical feet in a horizontal distance of 100 feet), show existing and proposed contours at the maximum 5 foot intervals.
<input type="checkbox"/>	<input type="checkbox"/>	All residential dwelling units within the flood zone are required to have the floor elevation set by a licensed surveyor and a flood elevation certificate provided PRIOR to the issuance of the Certificate of Occupancy. (<i>Show Flood Plain elevations – if applicable</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Storm/Surface water drainage systems – infiltration systems – <i>if applicable</i> (<i>Green Crow Prop</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map

3) Elevation Drawings:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All four sides – i.e. North, South, East and West |
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled (minimum 1/8") |
| | | Include: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) All exterior door/window/skylight locations |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Dryer duct termination cap location |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Exhaust fans (including range hood) termination cap locations |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Type and location of exterior wall finish materials (including masonry veneers) |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Type and location of all appliance chimneys and/or vents |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Roof pitch (x12)/Roofing material/Roof overhang depth |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Location of air inlets |

4) Floor Plan

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled and dimensioned (minimum 1/4" scale) indicating overall individual room sizes |
| <input type="checkbox"/> | <input type="checkbox"/> | Each individual room or space labeled to indicate use |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of IRC Prescriptive Lateral Bracing Panels or engineered design |
| | | Include: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Location, size (R.O.), type and swing of all doors, windows and skylights |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Size and type of all load-bearing beams/headers (Include engineering calculations for non-dimensional lumber members) |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Delineate area with vaulted ceilings |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Location and Fuel type of furnace, fireplace or free-standing stove |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Location, size (gallons) and fuel type of hot water tank |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Location and type of all plumbing fixtures |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Location and size of all exhaust fans (including range hood) |
| <input type="checkbox"/> | <input type="checkbox"/> | h) Location of all attic access(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | i) Location of all smoke alarms |
| <input type="checkbox"/> | <input type="checkbox"/> | j) Location of all required illumination and controls at stairways |
| <input type="checkbox"/> | <input type="checkbox"/> | k) Size, type and locations of all exterior decks and landings |

5) Foundation Plan

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled and dimensioned (minimum 1/4" scale) |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and dimension of all footings, walls, piers and slabs (including decks) |
| <input type="checkbox"/> | <input type="checkbox"/> | Do any concrete walls exceed 9' in height? _____ If yes, foundation wall engineering is required ** |
| | | Include: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Sections drawings for each type of footing/wall (see Section Drawings) |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Size, grade, location and spacing of reinforcing (see Section Drawings) |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Size, type and spacing of anchor bolts |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Type and locations of required holddowns |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Size and locations of foundation vents and access(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Annotation for required or under-slab insulation |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Annotation for required moisture barrier (or alternative) |

6) Floor Framing/Joisting Plan

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled and dimensioned (minimum 1/4" scale) |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, location and type of support beams and posts/interior bearing walls |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, directions, O.C. spacing and type of floor joists |
| | | Include: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Specification and installation guide for all engineered joists |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Construction details at openings/cantilevers/offsets |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Type of rim joist material |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Any special connections/construction/fabrication details or requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Deck ledger attachment |

Note: Floor Joisting plans may be incorporated with the **Foundation or Floor Plan** when clarity of detail can be maintained

7) Roof Framing Plan

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled and dimensioned (minimum 1/4" scale) |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and O.C. spacing of manufactured trusses, rafters and ceiling joists |
| | | Include: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Manufacturer's layout and specifications for all trusses |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Size, species and grade of dimensional lumber |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Specification and installation guide for all engineered rafters/ceiling joists |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Size, type and location of all roof support beams and bearing walls |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Type, size and location of roof vents |

8) Section Drawings

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled and dimensioned (minimum 1/4" scale) |
| <input type="checkbox"/> | <input type="checkbox"/> | For each wall and/or ceiling height |
| | | Include: |
| <input type="checkbox"/> | <input type="checkbox"/> | a) Identify all floor, wall, ceiling and roof materials and finishes |
| <input type="checkbox"/> | <input type="checkbox"/> | b) Annotate all framing member type and size |
| <input type="checkbox"/> | <input type="checkbox"/> | c) Annotate height of crawlspace, and each floor and ceiling height |
| <input type="checkbox"/> | <input type="checkbox"/> | d) Annotate all structural connections and fasteners |
| <input type="checkbox"/> | <input type="checkbox"/> | e) Annotate all insulation types, R-values, and locations |
| <input type="checkbox"/> | <input type="checkbox"/> | f) Annotate all vapor barrier types and locations |
| <input type="checkbox"/> | <input type="checkbox"/> | g) Annotate location and type of flashings at wall and roof penetrations |
| <input type="checkbox"/> | <input type="checkbox"/> | h) Annotate type and location of underlayments and water-resistive barriers |

9) Washington State Energy and Ventilation Code

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Complete the PRESCRIPTIVE OR COMPONENT PERFORMANCE Worksheets
(http: energy.wsu.edu/documents/code/wsec2006/prescriptive_Zone_1_R1_2006.xls) or: |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide Heating System Compliance Summary per ACCA Manual J |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete Ventilation Compliance Worksheet |

10) Deck Framing Plan

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show location on floor and foundation plan and include details per deck handout |
|--------------------------|--------------------------|---|

11) Additional Information required on plans

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are all required fire separation walls indicated on the plans? (i.e. separation of dwelling to garage) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are self-closing solid wood or listed 20 minute door assemblies indicated for the door from the garage to the dwelling? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all window and door sizes indicated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is safety glazing indicated for all locations classified as hazardous per IRC 308.4? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all insulation values indicated? (Walls, ceiling, floor, slab/foundation, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all stair details indicated? (Including handrails, rise and run, stair width, landings, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are guardrails indicated on the landings or walking surfaces greater than 30" above grade? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is all fireplace and/or stove information shown?
How many _____; Fuel type _____; Locations _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a propane tank to be installed? _____ If yes, what size? _____ Is the location indicated on the site plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all gas (propane or natural) fueled appliances identified on the plan sheets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are any propane appliances proposed to be located in a basement, underfloor space or pit situation? _____
(If yes, revisions are required. Propane is prohibited in locations where heavier-than-air gas might collect |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the plans include a fire extinguishing system (sprinkler)? _____ |

12) Structural Information:

(If entire structure is engineered, skip to Structural Engineering documents section)

- Is there any non-conventional framing (steel, log, foam panel, etc)? _____ If yes, full structural engineering is required
- Do any bearing walls exceed 10' in height? _____ If yes, lateral engineering is required
- Are there any structural members supporting concentrated point loads? (i.e. large gravity loads bearing at a specific point on a beam) _____ If yes, are they identified and are structural calculations provided? _____
- Are any covered porches or roof extensions greater than 6' proposed? _____ If yes, then lateral engineering is required
- Are all braced wall lines and braced wall panel types and locations clearly indicated on the plan sheets?
- Are interior wall lines indicated for building portions greater than 35 ft in length?
- Does the proposed structure satisfy the minimum IRC prescriptive braced wall requirements? If not, or if any of the following "unusual shapes" exist, then lateral engineering is required UNUSUAL SHAPES: R301.2.2.2.2 (Some exceptions apply)
- Are any braced wall panels offset from the vertical plane directly above a foundation?
- Are any floors or roofs **not** laterally supported on all edges by braced wall lines?
- Does any roof or floor extend more than 6 feet beyond a braced wall line?
- Do any required braced wall panels (BWP) extend more than 1 ft over an opening in the wall below? (BWP's may extend over an opening 8 ft or less in width if the header is 4x12 or larger
- Are any floor openings more than 12' wide or more than 50% of the least floor dimension?
- Are any portions of the floor vertically offset such that the floors can not be tied together?
- Do any braced wall lines **not** meet in a perpendicular direction?

13) *Structural Engineering Documents (If engineering is required, the following must be included):

- Coversheet identifying the project location, scope, and the design professionals address and phone #.
- Design criteria indicated: 2009 IBC; snow load – 25psf; wind – 85/105mph; exposure B; seismic D2
- Stamped structural calculations
- Stamped structural general notes and all structural plan sheets
- WA State registered engineers or architect's original seal, signature, signature date, & registration expiration date.
- All engineer's or architect's construction requirements must be clearly and accurately transferred to the plans

ALTHOUGH NOT ALWAYS REQUIRED, THE BUILDING DEPARTMENT RESERVES THE RIGHT TO REQUIRE PLANS PREPARED AND DESIGNED BY AN ARCHITECT, CIVIL OR STRUCTURAL ENGINEER LICENSED BY THE STATE TO PRACTICE AS SUCH; OR REQUIRE STRUCTURAL PLANS AND CALCULATIONS TO BE DESIGNED BY A STRUCTURAL ENGINEER, LICENSED BY THE STATE OF WASHINGTON TO PRACTICE SUCH.

I UNDERSTAND THAT APPLICATIONS FOR WHICH NO PERMIT IS ISSUED WITHIN 180 DAYS FOLLOWING THE DATE OF APPLICATION SHALL EXPIRE BY THE LIMITATION, AND PLANS AND OTHER DATA SUBMITTED FOR REVIEW MAY THEREAFTER BE RETURNED TO THE APPLICANT OR DESTROYED BY THE BUILDING OFFICIAL (IRC)

OWNER/AGENT

DATE _____

STAFF USE ONLY

SEWER STEP SEPTIC WATER

