

RESIDENTIAL AND MULTIFAMILY CHECKLIST

USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON YOUR PLANS

~~~PLEASE CONTACT PLANNING AT [360-685-2368](tel:360-685-2368) WITH ANY QUESTIONS ABOUT SITE PLAN~~~

| SITE PLAN                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | ITEMS REQUIRED TO BE ON PLANS                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <b>DO NOT INCLUDE BUILDING DETAILS ON SITE PLAN.</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | Map scale (1" = 10', 1" = 20" or larger) <b>PLANS NOT TO SCALE WILL BE REJECTED</b>                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | Site address, parcel number, legal description and North arrow.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <b>Lot area and impervious surfaces</b> (all buildings, porches, decks, and other hard surfaces on the site). Also, express the lot coverage as a percentage of the total site area (ex. 3,000 sq. ft. lot coverage on a 10,000 sq. ft. lot = 30% lot coverage).                                                                                                                                                                                                               |
| <input type="checkbox"/> | Property lines, with corners and dimensions and all easements ( <b>utilities, access, etc.</b> ) must be shown and labeled (NOTE: Roof overhang may extend to a maximum of 24" into a required building setback; however, NOT within any easement, unless approved by the Public Works department, or located within specific Planned Unit Developments (PUDs). Please see staff if you have a question.                                                                       |
| <input type="checkbox"/> | Adjacent streets or alleys with street names shown and labeled.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | Front, rear, and side building setback dimensions from property lines, measured from the nearest point of the structure to the property line. (Note: Porches and decks must meet the minimum setbacks for the zone.)                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | Location, dimensions, and square footage of all existing and proposed buildings. <b>Make a clear distinction between the existing and proposed structures.</b> Roof overhangs (eve) lines and exterior building wall lines must be shown and labeled separately.                                                                                                                                                                                                               |
| <input type="checkbox"/> | The use of each building (garage, residence, etc.) must be identified.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | The height of fences, decks, retaining walls, rockeries and other similar elements must be shown and labeled. (Note: Some of these items may require a separate building permit.)                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | Existing utilities on the site, including water, sewer, stormwater, gas, or electrical lines, and any underground storage tanks or drain fields must be identified.                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | Proposed water, sewer, and storm drainage locations and where they will connect to the public system in the right of way.                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | Location, dimensions, and surfacing materials of proposed driveway must be shown and labeled. Note: Driveways must be 12' wide and paved. Driveways longer than 50' must be paved for a minimum of 50'. Paved vehicular turn-around areas must be provided for parcels taking access from an arterial street. Turn-around area must be of sufficient size and design to accommodate a full-size vehicle so that it may maneuver easily and leave the site in a forward manner. |
| <input type="checkbox"/> | Any other paved areas such as patios, sidewalks, steps, etc. must be shown and labeled.                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <b>Stormwater requirements</b> including 2 ft. contours, clearing limits, temporary construction entrance/exit, silt fence and the location and quantities of any fill areas.                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | If applicable, critical areas on the site (streams, wetlands, slopes) and their buffers. (Note: If Critical Areas are determined to be on or adjacent to the site, additional information will be required in order to ensure the requirements of the City's Critical Areas Ordinance are met).                                                                                                                                                                                |
| <input type="checkbox"/> | If applicable, accurate locations of Shoreline jurisdiction boundaries or Floodplain boundaries.                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | Any other information that the Community Development Department deems necessary for review of the application. (Check with staff prior to application).                                                                                                                                                                                                                                                                                                                        |

**Full vesting – Only when a complete building permit application for a structure to be used in a manner permitted under the land use regulations in effect on the date such application is submitted will the applicant be entitled to improve and use land under the ordinances of the City in effect on the date of the complete building application.**

**\*\*USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN\*\***

**COVER SHEET REQUIRED** AND TO INCLUDE: CODE SUMMARY (CODE EDITION), BUILDING FEATURES, LIFE SAFETY SYSTEMS, IF APPLICABLE: OCCUPANT LOAD/EGRESS CAPCACITY CALCS, GROSS FLOOR AREA IN SQ. FT., TRAVEL DISTANCE, FIRE PROTECTION SYSTEMS EXISTING/TO BE INSTALLED, AND LOCATION AND TYPE OF FIRE EXTIGUISHERS. PROJECT NARRATIVE OR DESCRIPTION, SPECIAL INSPECTOR PLAN FOR THRESHOLD BUILDINGS.

**ELEVATION PLAN**

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

- Elevation view of all sides of the structure (minimum 4 sides) with dimensions
- Building Height (measured from highest point of existing grade to highest point on the structure). Height shall be in conformance to zoning ordinance or application will not be accepted.
- Show exterior materials, roof pitches, grading, chimney termination and attic ventilation.

**FOUNDATION PLAN & DETAILS (INCLUDE DECKS/PATIOS)**

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

- All footing, stem wall, pier sizes, and retaining walls.
- Size and placement of all reinforcement.
- Depth of footings below grade.
- Type and location of all anchorage hardware. **Include specific type of hold downs.**
- Identify method and amount of crawl space ventilation.
- Crawl space access location and opening size.
- Deck framing and/or concrete patio (Show location on foundation & floor plan).
- Provide sectional detail of foundation.

**FLOOR PLANS FOR EACH LEVEL WHICH INDICATE:**

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

- Label use of all rooms, room sizes, and water closet clearance & shower dimensions.
- All header sizes and material. Provide design calculations for any header exceeding 6' in length.
- If applicable, show the 75% required High Efficacy Lighting
- All window and door sizes and type. Indicate all required emergency egress openings.
- Indicate the locations of all required smoke and carbon monoxide detectors.
- Indicate required safety glazing at all hazardous locations in accordance with R308.4.
- Location, type, and fuel source of all fuel burning appliances.
- Indicate the location and type of vehicle impact protection devices (such as bollards).
- Indicate the location and CFM of all required mechanical ventilation.
- Show location of all decks and/or concrete patios.
- All required fire separation details on the plan.

**FLOOR FRAMING PLAN FOR EACH FLOOR**

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

- Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
- All beam sizes on the plan (include design calculations if more than 6').
- Deck framing including ledger attachment, flashing detail, and specific hardware.
- Methods of support and all connecting hardware.

**ROOF PLAN**

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

- Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
- Truss layout diagram and specification details for each truss (if applicable).
- All beam sizes on the plan (include design calculations).
- Layout of submitted roof trusses is required to match plan layout.
- Complete details of over-framing support and connections.
- Methods of support and all connecting hardware.
- All methods of uplift restraint indicate specific hardware to be used.

**\*\*USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN\*\***

***BUILDING BRACING PLAN (Any approved method is allowed for each braced wall)***

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

|                          |                                                                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Methods and locations of all wall bracing: braced wall panels, alternate panel or narrow portal, continuously sheathed or engineered shear design. Include required interior braced wall lines. |
| <input type="checkbox"/> | All hold-down locations. Indicate the specific hardware, which is to be used.                                                                                                                   |
| <input type="checkbox"/> | Provide complete details, including standard exterior and interior, alternate, narrow portal, or engineered.                                                                                    |
| <input type="checkbox"/> | If the benefits of continuous sheathing provisions are to be used, provide the percentage of countable panels.                                                                                  |

***CROSS SECTION DETAILED PLANS***

**ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")**

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Typical structural cross sections showing size of footing, thickness of foundation walls, type of basement floors, size of floor joists and spacing, size and spacing of studs, ceiling joists, rafters and spacing of same, headers over large openings, insulation, and type of size of sill and anchor bolts. Stairs; show rise and run, headroom, width, handrails, guardrails and landings. Sections will show interior and exterior finish, type of roofing, joist bearing and ceiling height.<br>Provide list of all required special inspections (Verify with Engineer of Record, if applicable, i.e., concrete, welding, etc.) |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

***IRC ENERGY CODE COMPLIANCE FORM***

|                          |                                                                                                                                                                                                                            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <b>WSEC Prescriptive Worksheet Energy Code Compliance Form (SFR/Duplex - International Residential Code only)</b>                                                                                                          |
| <input type="checkbox"/> | Completed Energy Code Prescriptive Compliance Form, which may be found on-line at: <a href="http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx">http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</a> |
| <input type="checkbox"/> | Complete the whole house fan worksheet and upload to the application submittal                                                                                                                                             |

***IBC NON- RESIDENTIAL GROUP ENERGY CODE COMPLIANCE***

|                          |                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | This Occupancy must comply with IBC & WSEC Non-Residential Energy Code for Commercial structures including Multi-Family. |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|

***ENGINEERING***

***WE ARE UNABLE TO ACCEPT SINGLE-SIDED ENGINEERING REPORTS***

|                          |                                          |
|--------------------------|------------------------------------------|
| <input type="checkbox"/> | structural engineering, where applicable |
|--------------------------|------------------------------------------|

**NOTE: OTHER PLANS MAY BE REQUIRED – CHECK WITH APPLICABLE DEPARTMENTS**

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