

## Basic Information

A complete, accurate application will greatly enhance your application experience. The following information and completed forms are necessary for processing your application and must be provided upon permit application submittal:

### Assessor's Parcel Tax Account Number

See your tax statement or contact the local County Assessor's Office.

### Owner's Information

Provide the owner's name, address, and phone number.

### Site Address

Provide the correct street address of the property. If no address has been assigned, consult with your jurisdiction to obtain an accurate site address.

### Contractor Information

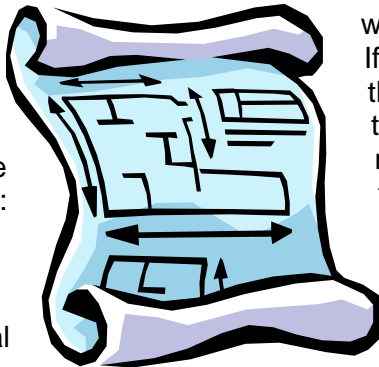
Owners may act as the builder and construct all portions of a building. However, if the owner hires out any or all of the construction (including plumbing and mechanical), s/he must use a contractor licensed by the state of Washington and provide a copy of the contractor's license and phone number. To verify your contractor's licensing, contact the local office of the Washington State Department of Labor and Industries, or go online to: [www.LNI.wa.gov](http://www.LNI.wa.gov).

### Lender's Information

Washington State law requires that the lender's name, address and phone number shall be posted at the construction site.

## Drawings and Plans

Plans may be submitted either electronically (preferred) in a .PDF or .DWF file format, or indelible prints on paper, (preferably 11" x 17" or smaller) clearly drawn to scale. If submitted on paper, two complete copies are required. Along with your completed application, all the information identified in this handout must be clearly shown on the design plans, drawings and documents. When the building permit is issued, if submitted electronically, an



electronic copy of the approved plans will be returned to the applicant from which one full set will need to be printed. If paper plans are submitted, one set of the approved plans will be returned to the applicant. The final approved plans must be kept on-site for the duration of the project.

Professionally engineered documents must carry the engineer's original stamp and signature, and include a copy of the structural calculations. Photocopies of engineers' or architects' seal and signature cannot be accepted.

### Site Plan

Site Plan Forms are available at your local jurisdiction. If your lot is served by septic, use a site plan that was approved by the local Health District. Site plans must show all property lines, easements, and buildings, including: decks, porches, roof overhangs, patios and other projections into yards. Contact your local jurisdiction to determine minimum setback requirements. For waterfront property, show all adjacent properties, structures, and natural or man-made water bodies (by name) on the property, with distances shown from the proposed structure to the high-water line.

### Foundation Plan

Show the size and shape of the foundation, anchor bolt size and spacing, holdown types and locations, rebar schedule, size and span of beams, size, spacing and span of floor joists, pier footings, chimney footings, foundation vents, crawl space access, ground cover, and insulation for slab on grade (see also the *Foundation Requirements* handout).

### Floor Plan

The floor plan must show:

- Arrangement of partitions and rooms.
- Location of plumbing fixtures, appliances, cupboards, windows and doors (show rough opening sizes), chimneys and fireplaces, smoke detectors, stairs, and handrails.

- Structural information on the directions and spacing of structure beams, rafters, and ceiling and floor joists. If trusses are to be used, supply the manufacturer's truss layout on all spans or styles of trusses being installed. Identify all girder truss locations (see brochure #63—*Conventional Light- Frame Construction*).
- All prescriptive braced wall panel types and locations, or a lateral bracing system (with attached calculations) prepared by an engineer or architect licensed by the State of Washington. The system must include shear wall types and locations, hold down devices, and anchor bolts (see brochures #62—*Braced Wall Panels*, and #60—*Does My Building Design Need Engineering?*).

## Cross Section

The cross section must include:

- The method of framing, roof pitch, roof braces, amount of overhang, ceiling heights, bearing partitions, posts, beams, foundation, finish grade and backfill.
- The sizes and types of all materials.
- If applicable, provide whole cross section of stairs showing rise, run, landings and headroom.
- If the building is heated, show R values of insulation to be used for ceiling, walls, floors, and foundations.

## Elevations

Elevations must show:

- Type, sizes and spacing of all exterior materials.
- Windows.
- Estimated finished grade.
- Roof pitch.
- Chimney locations and heights.
- Guardrails.

## Plumbing

Show the location and types of all plumbing fixtures that will be installed.

## Mechanical

Show the location of all mechanical and exhaust system components. Please Note: Some heating systems and fuel sources (such as propane) have special conditions that must be followed in order to ensure safety. Propane is prohibited in hazardous locations (pit locations) such as cellars, basements,

and under-floor areas where accumulations of "heavier than air" propane can become trapped. Mechanical equipment located in garages that can produce a spark (such as gas or electric furnaces or water heaters) must be located at least 18" above the floor and be protected from physical damage.

## Energy: Insulation and Ventilation Requirements

For heated buildings, submit a completed Energy Application with the building permit application. If heat loss calculations are submitted, they must be accompanied by a completed energy application and include the name and phone number of the person who prepared the calculations. All insulation values must be shown on the building plans.

For additional information on more specific code requirements that must be identified on the submitted plans, please request a copy of the Plan Review Checklist.

## FEES

Fees are paid directly to the jurisdiction. Typically, the plan review fee is due at permit application; and the permit fee and any other fees are due upon permit issuance.

The Building Permit and Plan Review fees are separate fees based on the established valuation of the proposed building. Ask your jurisdiction for the most recent valuation table as published by the ICC in the *Building Safety Journal*, as well as the Table 1A of Permit fees. In addition, a \$4.50 surcharge is charged on each permit for support of the Washington State Building Code Council.

## Plumbing and Mechanical Fees

Plumbing and/or mechanical fees are assessed based on the number and type of appliances and fixtures. Some jurisdictions waive these fees when associated with another building permit.

## Manufactured/Mobile Home Permits

The Manufactured/Mobile Home Permit covers the set-up inspections required for installing a manufactured home on site. Separate permits may be required for full foundations or basement systems associated with a manufactured home and are required for additional attached or detached structures and mechanical equipment. Alterations to manufactured homes require alteration permits from Washington State Department of Labor and Industries.

## **ADDITIONAL PERMITS AND REQUIREMENTS**

### **Demolition Permit**

A Demolition Permit is required before demolition of any building. A site plan and fee are required at time of submittal.

### **Electrical Permit**

An Electrical Permit for electrical work must be obtained from Washington State Department of Labor and Industries (L&I). L&I performs all electrical inspections.

### **Fire Sprinkler Permits**

When buildings require, or are provided with automatic sprinkler systems, a separate sprinkler system permit must be obtained. Three copies of plans and specifications with the necessary forms and fees are required.

### **Erosion Control Requirements**

Minimum requirements for erosion control are contained in local ordinance or Washington State Department of Ecology regulations. Installation of residential erosion control facilities is inspected during foundation inspection. Maintenance of erosion control facilities is inspected during subsequent building inspections.

### **Sewered Properties**

A backwater valve is required on the building sewer if the residence is below the upstream manhole cover per Section 710 of the Uniform Plumbing Code.

### **Water and Sewer/Septic Approval**

You must provide evidence of an adequate water supply and sewage disposal system for the property where the structure is to be built. The following projects typically require jurisdictional approval:

- New construction (houses, garages, accessory buildings, etc.);
- All decks over 30" above grade and all covered decks;
- Additions where there is an increase in the floor area which extends beyond the original exterior walls; and
- Alterations or remodeling where the total number of bedrooms is increased.

- If the building site has an on-site septic system or well, contact the local Health District to obtain approval.

If the building site is served by public water and/or sewer, contact your water purveyor to obtain a water availability letter and a sewer letter, then provide copies with your building permit application.

## **The Building Permit Process**

Plans Examiners review your plans and identify any potential code conflicts. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information. Planners review your site plan, setbacks and environmental impacts for compliance with zoning, flood hazard and critical area codes and ordinances. Storm-water engineers review your site plan and drainage plans for compliance with storm-water management requirements.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the permit fees, the permit will be issued and construction may begin.

During construction, inspectors visit the construction site to ensure that the project complies with the locally adopted code requirements. See the Inspection Requests brochure for details and information on how to schedule an inspection.