



BUILDING PERMIT INTAKE CHECKLIST

For all Residential Developments

COMMUNITY DEVELOPMENT DEPARTMENT

Address (if known): _____

Subdivision Name: _____

Lot Number(s): _____

Model/Elevation: _____

[date received stamp here]

Fee: A partial building permit review fee is due at the time of application submittal with remaining fees due at permit issuance. Please note that Planning Department review fees are billed separately.

Instructions: In the checklist below, please mark the “APP” (Applicant) box for each item included in your application submittal package. City staff will mark the “NA” (Not Applicable) box or the RCVD (Received) box upon our review of your submittal. If you are not sure if a checklist item is applicable to your submittal, please contact staff ahead of time to verify.

Quantity: For all submittals and resubmittals, please include two (2) hard copies (**unless otherwise stated**) and an electronic copy in PDF format.

Note: For applications to be considered complete, all checklist items and quantities must be provided with your application submittal unless otherwise determined by staff. **Incomplete applications will not be processed.**

APP	No	Submittal Item	NA	RCVD
<input type="checkbox"/>	1.	Completed and signed Building Permit Application (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2.	Completed Water Application (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3.	Completed Sewer Application (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4.	Completed Fire Application if gross square footage is $\geq 5,000$ square feet or zero lot line townhouse and total is greater than 5,000 square feet (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5.	Sprinkler Plans in accordance with NFPA 13-R	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6.	Full plan sets (24" x 36") with Architect/Engineer of Record wet stamp	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7.	Architect/ Engineered stamped Structural Calculations—gravity & lateral required	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8.	Truss Engineering—specifications	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9.	Manufactured floor joist layout—if using	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10.	Energy Code Forms— <u>all required non-residential forms</u> & calculations	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11.	Copy of Washington State Contractor’s License (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12.	Model Home – Instrument recorded against parcel identifying it as a model home, Title report current within 30 days, Demo Bond (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13.	Geotechnical Design Report—if required (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14.	Clear & Grade Application—If applicable (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15.	Color and Material Pallet—for siding, doors, windows, railings (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	16.	Site/Plot Plan (1 copy) with the following features:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Size: 11"X17" (with white background)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Provide in Standard Engineering Scale (1"=20') & Scale Bar	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		North Arrow	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Title Block (Sheet Title, Subdivision Name, Lot Number, Parcel Number, Model/Elevation, Zoning Classification, Company Name and Information, Site Plan Author and Contact Information, Drawing Date, Revision Number, Property Owner and Contact Information)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Legend (unless features are directly labeled—all features must be identified)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Lot Size (in square feet)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Floor Area Ratio Calculation (if applicable to zone)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Impervious Surface Calculation (square footage and expressed as a percent). Impervious surfaces include area under roof eaves, all hard surfaces, uncovered decks and patios, gravel, etc.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Building Height Calculation (see DMC 14.64.130.A)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Building Coverage (if applicable to zone) square footage expressed as a percent	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Lot Lines (including dimensions in feet)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Lot Corners and their Final Elevation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Building Envelope (identify distance from property lines)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		All required Setbacks (building, sensitive area, street, tract, alley, garage, rear yard, side yard, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Significant Trees (including dripline from significant trees that extend onto lot)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Street Trees (adjacent and proposed)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Private Open Space (Including dimensions and square footage)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		All Existing Site Features	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Building Footprint & Eave Outline	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Foundation Corner Elevations and Corresponding Eave Height Elevation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Finished Ground Floor Elevations (garage, main floor, upper/lower if stepped foundation)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Building Appendages (uncovered decks, patios, walkways, driveways)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		All Existing and Proposed Walls (landscape and retaining – include top and bottom elevation, height, type and material)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		For retaining walls >3-feet show top and bottom elevation in minimum three locations and wall drain tie-in	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>		Contour Lines at 2-foot intervals (existing in light grey, final in black bold)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Label fencing height and type (include fall protection)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Easements (label type, dimension)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Sewer and Storm Connection Locations and IEs (bolded). Note on plans if sewer check valve will be required or not (required when elevation of lowest fixture is above elevation of upstream manhole rim elevation)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Driveway Detail (elevations, width, length, slope. Note: Max slope is 12%)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Strip Drain required for reversed slope driveway (show tie-in)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Sensitive Area Buffers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Adjacent Street, Curb, Gutter, Planter Strip, and Sidewalk Improvements	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Storm Drainage (both natural and constructed drainage ways)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Location of Required Yard Trees (DMC 14.40.075)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	17.	Departure Requests—if any from DMC 14.34 or 14.64 (1 copy)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		New Departure Request Application	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Previously Approved Departures (to be submitted with first building permit application for the subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGEMENT

I, the undersigned, acknowledge that to the best of my knowledge the submitted building permit application is complete. I understand that items on the checklist that are not included with my submittal may result in an incomplete application as determined by City staff and that incomplete applications will not be processed. Furthermore, I understand that additional information, clarification, or corrections may be required during the City’s review of my application and that my application will not be further processed until the requested information, clarification, or corrected plans are provided to the City.

Applicant Full Name (Printed)

Applicant Signature

Date

CITY CONTACT INFORMATION

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