



SINGLE FAMILY SUBMITTAL CHECKLIST ADDITIONS & REMODELS

ALL SUBMITTALS **MUST BE COMPLETE**

additions (exterior of structure and/or building footprint is affected or altered)

- Building Permit** Application (permit fees based on value of work)
- Site Plan** – drawn to 1" = 20' or 40' scale
Must include the following:
 - Graphic scale, North arrow
 - 14-digit Assessor's property tax account number and project address
 - Property lines, easements, site dimensions and setbacks
 - Dimensions of all structures, existing and proposed, with setbacks to property lines labeled. Structures include decks, porches, eave overhangs, and chimneys.
 - Parking layout, locations, and ADA compliance (if applicable)
 - Location of utility services (gas, water, sewer, power, telephone, septic, and underground storage)
 - Natural drainage ways, method of drainage for surface water run-off and downspout discharge
 - All applicable street and utility improvements (curb, gutter, sidewalks, and driveways)
 - All regulated critical areas and their buffers
- Floor Plans** – drawn to 1/4" = 1' or larger scale. *Separate plans for each floor level.* Must include the following:
 - Dimensions and use of each room (i.e., bedroom, living room, etc.)
 - Include all walls, doors, and type of rated construction
 - Plumbing fixture locations (if applicable)
 - Decks, skylights, patios (if applicable)
 - Corridors, stairs – indicate widths (if applicable)
 - Appliances, furnaces, fireplaces, etc. – indicate fuels each appliance will use (i.e., electric dryer)
 - Door and window locations and dimensions – include direction of opening (if applicable)
 - Location of all smoke detectors, vent fans, and attic access (if applicable)
- Structural Information/Architectural Cross Sections and Details**
Must include the following:
 - Complete structural calculations and lateral analysis
 - Complete cross sections and wall details
 - Shear walls, bracing panels and nailing/construction schedule details
 - Foundation plans, rebar placement and anchor bolts/hold-downs, size and location of vents, crawlspace access (if applicable)
 - Layout and size of beams and joists. Include grade and species of lumber. TJI or Mfg joists require layout for approval – provide 2 copies of Mfg engineered layout.
 - Layout of trusses and girder truss bearing point. Roof frame design must include loads for HVAC or other equipment, and line of any dropped ceilings.
 - Construction details for applicable stairways and handrails
 - Specify interior wall and ceiling finish materials, as well as exterior siding and roofing materials



- Structural Calculations** if prepared by an engineer or architect registered with the State of Washington. (Not required if using Prescriptive Design Approach from the IRC/IBC.)
- Exterior Building Elevations** – drawn to ¼” = 1’ or larger scale
Must include the following:
 - All applicable views of building exterior – with finished grade shown
 - Eaves and roof overhangs, roof pitch, and chimney locations and heights
 - All windows, doors, attic and roof vents
 - All decks, guardrails, landings, porches, stairs and handrails
- Stormwater Site Plan**, if applicable (to be determined by City Engineer)
Must include the following information as detailed in Chapter 3 of Volume I of the 2012 Department of Ecology Stormwater Manual:
 - Stormwater Report stamped by a Professional Engineer
 - Site survey by a professional land surveyor.
 - A soils report by a professional soil scientistPlease reference pages 79-95 at <https://fortress.wa.gov/ecy/publications/parts/1210030part2.pdf>

interior alterations & remodels (no impact to exterior of structure or building footprint)

- Building Permit** Application (permit fees based on value of work)
- Floor Plans** – drawn to ¼” = 1’ or larger scale. *Separate plans for each floor level.* Must include the following:
 - Dimensions and use of each room (i.e., bedroom, living room, etc.)
 - Include all walls, doors, and type of rated construction
 - Plumbing fixture locations (include plumbing diagram), if affected by remodel
 - Corridors, stairs (indicate widths)
 - Appliances, furnaces, fireplaces, etc. – indicate fuels each appliance will use (i.e., electric dryer)
 - Door and window locations and dimensions – include direction of opening
 - Location of all smoke detectors, vent fans, and attic access
- Structural Information/Architectural Cross Sections and Details**
Must include the following:
 - Complete structural calculations and lateral analysis
 - Complete cross sections and wall details
 - Shear walls, bracing panels and nailing/construction schedule details
 - Layout and size of beams and joists. Include grade and species of lumber. TJI or Mfg joists require layout for approval – provide 2 copies of Mfg engineered layout.
 - Layout of trusses and girder truss bearing point. Roof frame design must include loads for HVAC or other equipment, and line of any dropped ceilings.
 - Construction details for stairways and handrails
 - Specify interior wall and ceiling finish materials