



SINGLE FAMILY SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Building Permit Application**
- Right-of-Way Disturbance Permit Application** (if applicable)
- 4 sets of Landscape plans** (when required)
 - Species, size, placement, irrigation, planting and staking details for all proposed vegetation and site improvements
 - Location of all existing trees over six inches in diameter with the exception of alders and cottonwoods
 - Provide tree species and diameter – note trees to be removed, and trees to be retained
- 4 sets of Site Plan** – drawn to 1" = 20' or 40' scale
Must include the following:
 - Graphic scale, North arrow, Vicinity map, name/contact information of preparer
 - 14-digit Assessor's property tax account number, project address and legal description
 - Property lines, easements, site dimensions, setbacks, and right-of-ways that may affect the property
 - Dimensions of all structures, existing and proposed, with setbacks to property lines labeled. Structures include decks, porches, eave overhangs, and chimneys.
 - Building and lot corner elevations, sit topography, and grading elevations
 - Parking layout, locations, and ADA compliance (if required)
 - Driveway profile showing the percent of elevation change from the sidewalk to the garage floor. Include any necessary transitions. Percent of elevation change should not be greater than 12%.
 - 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
 - Finished site grade elevation
 - Finished floor elevation – grade for sewer and 10+ drainage, and finished floor elevation at garage
 - All required street and utility improvements (curb, gutter, sidewalks, and driveways)
 - Contour lines (shown in dashed or shaded lines), in sufficient intervals to clearly show existing drainage, slopes, and road grades.
- 4 sets of 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 (include plumbing diagram)
 - Decks, skylights, patios
 - Corridors, stairs (indicate widths)
 - Appliances, furnaces, woodstoves, fireplaces, laundry equipment, water heaters – indicate fuels each appliance will use (i.e., electric dryer, gas range, gas log fireplace, propane furnace, etc.)
 - Door and window locations and dimensions – include direction of opening
 - Location of all smoke detectors, vent fans, and attic access

continued on back



CITY OF SNOHOMISH

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- 4 sets of Exterior Building Elevations** – drawn to 1/4" = 1' or larger scale
Must include the following:
 - All views of building exterior (north, south, east, west) – *with applicable 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
- 2 sets of Structural Information**
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 (include cripple wall detail, 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 stairways, handrails, guardrails, decks and porches
 - Specify the siding, roofing material, and interior wall and ceiling finish materials
- 2 copies of the 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>

ADDITIONAL SUBMITTAL REQUIREMENTS FOR **NEW** CONSTRUCTION:

- Water/Sewer** Service Applications (if applicable)
- WSEC** – Energy Code Compliance Worksheets
- Copy of **Pre-Application** review letters
- Copy of **Design Review** approval (DRB or Administrative, depending on location and lot size)
- Copy of **Hearing Examiner's** decision (if part of a land use action)
- Copy of **survey, soils reports**, and sensitive area/topographical information (when required)