



SINGLE FAMILY ADDITION/ALTERATION SUBMITTAL CHECKLIST

The following items are to be provided in order to properly apply for a building permit. Plans and application may be returned to applicant if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

I. DOCUMENTS AND/OR INFORMATION

- A. Permit Application Form
- B. Copy of Washington State Contractor's License
- C. Legal Description
- D. Completed Sensitive Area Identification Form
- E. Geotechnical (Soils) Report, if required
- F. Structural Calculations, if required
- G. Stormwater Infiltration Plan, if construction alters/adds to building footprint
- H. Plan check fee is due at submittal

II. PLANS AND DRAWINGS (As applies to new work)

- A. **Submit two (2) complete sets of plans. (Add'l site plans may be required)**
- B. **Format:** All drawings submitted shall conform to the following requirements:

- 1. Sheet Size – 18"x24" or 24"x36" or 30"x42"
- 2. Title Block – Locate on right hand margin and provide:
 - a. Project/Owner name
 - b. Drawing title
 - c. Name, address, phone of firm or contact responsible for the drawing.
 - d. Project Address & Parcel Number
- 3. Scale
 - a. Unless site size dictates a different scale, site drawings shall be 1"=10'
 - b. Architectural plans shall be 1/4"=1' unless impractical
- 4. North arrow – all drawings shall include a north arrow

C. Description of submittal Drawings

- 1. Site Plan
 - a. Indicate scale by bar graph.
 - b. Property lines: Show the location and dimension.
 - c. Easements: Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension. Show all Tracts.

- d. Existing and proposed structures: Show location, dimension and use of all existing and proposed buildings and structures on the site; show distances to property lines from closest point including projections.
- e. Land use code setbacks: Show front, side, rear and street setbacks (if applicable). Designate which are the front, side, and rear property lines.
- f. Rockeries, block walls and fences: Indicate location, length and height.
- g. Streets and alleys: Show location, name or number of all streets and alleys adjacent to the site. Show edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances.
- h. Driveway approach, Driveway and parking: Show location of on-site parking and driveway, type (asphalt, concrete, or gravel), and finished slope of driveways.
- i. Adjacent R.O.W.
- j. Spot elevations and topography: Show surface elevation at each corner of the site and at the corner of structure base. Show existing and proposed contours at 5' intervals (contour lines should be light toned).
- k. Footings on or adjacent to slopes must comply with International Residential Code R403.1.7 Indicate all existing and proposed retaining structures and/or rockeries with top and bottom elevations. Show maximum heights above and below grade.
- l. Show where all roof, footing, driveway, and other drains will be connected and/or disposed of. Footing and roof drains must run separately until the point of connection to the infiltration system. Show design and calculations for size.
- m. Erosion sedimentation plan may be included on copies of site plan. Show how sediment and erosion shall be kept from leaving the building site.
- n. Show demolition and additions, if applicable.
- o. Show existing trees to scale, noting type and size, and trees to be removed, if applicable.
- p. Show architectural features that project into the setback, including chimneys, flues, belt courses, sills, pilasters, ornamental features, cornices, eaves, gutters, dormer extensions, greenhouse or bay windows, and similar features. Decks, porches, patios, walkways, and other minor structural elements may intrude into a setback; show the distance to the property line and height of these elements.
- q. Show dimensions of garages and all other proposed parking areas. Indicate proposed tandem parking.
- r. Impervious Surface: show the locations and dimensions of all impervious surfaces, including driveways, walkways, decks and sheds. Show total lot size, total impervious surface area (new and existing).
- s. Show all proposed and existing utilities, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drainfields and reserve drainfield areas.

- t. If present, critical areas on site, adjacent to or within 200 feet (such as wetlands, slopes, top and toe of slope, rivers, streams, etc)
- u. If present, any surface waters within 200 feet of property.

2. Floor Plan (must match the orientation of the site plan)

- a. Give square footage for each floor, including decks and garages.
 Ex. Building Data: (Square footage breakdown for this project)
 Living area ____ No of Stories ____
 Deck ____ Lot Sq Ft ____
 Garage ____ % of lot cover ____
 Carport ____ Bldg Height ____
 Unfinished Basement ____
- b. Floor layout: Show arrangement of walls, note proposed use and dimensions of all rooms; show stairs, hallways, restrooms, and decks.
- c. Windows and doors: Show location and dimensions of all windows, doors and skylights and indicate opening direction and size.
- d. Fixture location: Show location of hot water heater, heating unit, fans, smoke detectors, bathroom fixtures, mechanical equipment, etc.

3. Elevations

- a. Show elevations from north, south, east and west; provide finished floor level for each floor; show existing and proposed grades; show maximum building height; show maximum site slope.
- b. Roof: Show roof overhangs and chimney clearances from roof. Indicate pitch of roof.
- c. Siding: Note exterior siding and roof covering.
- d. Openings: Show doors, windows, skylights, sliders or other type of openable vents in windows.
- e. Decks and porches: Indicate height of guardrails and spacing of intermediate railing. Show rise/run of stairs with handrail grasp dimension and height above nosing of stair tread.

4. Door and Window

- a. Show door size and type for doors between the garage and dwelling.
- b. Show window size, opening and direction and size
- c. Show bedroom egress window location, clear open size, sill height, and type of opening, i.e., slider, casement, etc.
- d. Show location of safety glazing on windows and doors.

5. Foundation

- a. Foundation Wall: Show Foundation Plan, shape, all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system.
- b. Show typical foundation and floor section with all materials labeled; show size and spacing of all members; all dimensions, wall thickness, reinforcing bar size and spacing, reinforcing bar.
- c. Posts and footings: show location and size of beams, posts, interior footings and their dimensions and connections.
- d. Crawl spaces: If crawl space is included, show location and size of all vents, access size and location.
- e. Floor Joists: Show floor joist size, spacing, direction, support, connections, blocking, etc.
- f. Other Spaces: Show and label space within foundation (i.e. basement, garage, recreation room)
- g. Retaining Walls: Retaining structures in excess of 4' in height (measured from bottom of footing to top of wall) require engineered design with calculations. Design must be stamped by a Washington State Engineer.
- h. Clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundation, slab thickness, slab or floor insulation, drainage for foundation retaining wall.
- i. Engineered Foundation: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soils conditions.

6. Roof, Deck and Floor Framing Plans

- a. Roof, Floor and Deck Joists: Show joist size, spacing, direction, support, connections, blocking, etc.
- b. Show typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation, and connections.
- c. Show all connection details, including post-beam, post-footing, collar tie, etc. Note: Roof collar tie details require engineered calculations to be submitted.

7. Architectural Cross Sections and Details

- a. Provide framing section: show floor, wall, roof framing members size and spacing; show insulation and all materials used on interior.
- b. Show header sizes for all openings in bearing walls and all openings exceeding 4'-0" in any way.

8. Structural Notes

- a. Specify all design load values, including dead, live, snow, wind, lateral retaining wall pressures and soil bearing values.
- b. Specify minimum design concrete strength, concrete sack mix, and reinforcing bar grade.
- c. Specify the grade and species of all framing lumber.
- d. Specify the combination symbol (strength) of all GLU-LAM beams.
- e. Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

9. Lateral (Seismic) Design

- a. Provide lateral Wind and Seismic calculation comparison.
- b. Provide complete lateral calculation analysis for controlling wind or seismic load.
- c. Provide details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, off set shear walls, and ceiling diaphragm to shear walls (if used).
- d. Engineer's stamp required on drawing and calculations.
- e. Provide shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing and shear wall capacities on the plans.
- f. Locate hold down straps on plan.
- g. Provide hold down details for various conditions.

10. Energy Code Compliance

Show insulation R values in appropriate places on architectural sections and u-value of windows and skylights.

11. Stair Section

Show a section of the stairs, include framing anchor connection of stringer to floor framing, rise, run, handrail height, and grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room and landing size. Also specify a minimum one-hour fire protection for usable space under stairs.

PLEASE REFER TO THE CURRENT ADOPTED EDITION OF THE INTERNATIONAL RESIDENTIAL CODE, CITY OF BLACK DIAMOND ORDINANCES, AND INFORMATION BROCHURES FOR CODE REQUIREMENTS.