



DEVELOPMENT SERVICES
CLIENT ASSISTANCE MEMO

SINGLE FAMILY SUBMITTAL CHECKLIST

THE FOLLOWING IS A LIST OF MINIMUM REQUIREMENTS FOR SUBMITTAL OF A COMPLETE BUILDING PERMIT APPLICATION FOR SINGLE FAMILY RESIDENCES. THESE ARE THE MINIMUM REQUIREMENTS AND OTHER DOCUMENTS MAY BE REQUIRED AFTER REVIEW OF THE SUBMITTED APPLICATION.

MINIMUM REQUIREMENTS

- COMPLETE CONSTRUCTION APPLICATION
- COMPLETE DESIGN REVIEW APPLICATION FOR SINGLE-FAMILY RESIDENCES/ \$150.00
- 2 SETS OF BUILDING PLANS: SITE PLANS MUST SHOW SETBACKS, EXISTING / RETAINED VEGETATION, ROOF AND FOOTING DRAIN INFILTRATION DESIGN OR STORM WATER AND EROSION CONTROL ELEMENTS, PROPOSED WATER AND SEWER CONNECTIONS.
- 1 ADDITIONAL BUILDING PLAN SET FOR STORM WATER REVIEW – SEE “RESIDENTIAL BUILDING PERMIT STORM WATER REQUIREMENTS GUIDANCE” FORMS
- WASHINGTON STATE ENERGY COMPLIANCE FORMS
- 2 COPIES OF ENGINEERING E.G. SHEAR WALLS, STRUCTURAL, TRUSSES...
- COMPLETE PLUMBING APPLICATION FORM
- COMPLETE MECHANICAL APPLICATION FORM
- CRC APPLICATION FOR SEWER, WATER AND TRAFFIC (CONCURRENCY RESERVATION CERTIFICATE)
- FIRE FLOW INFORMATION/ LOCATION OF NEAREST FIRE HYDRANT.
- DETAILS ON ALL PROPOSED FENCING
- DETAILS ON ALL PROPOSED OUTDOOR LIGHTING
- IMPERVIOUS SURFACE CALCULATIONS
- HEIGHT OF HOUSE AND GARAGE - *INCLUDE* ELEVATION OF THE HIGHEST POINT WITHIN THE BUILDABLE AREA OF THE LOT (*MUST BE WITHIN 50 FEET OF THE PROPOSED BUILDING FOOTPRINT*) AND THE TOP OF ROOF ELEVATIONS FOR HOUSE AND GARAGE

PLEASE ANSWER THESE QUESTIONS TO SEE IF ADDITIONAL INFORMATION IS NEEDED

- WHAT IS THE PROPERTY'S ZONING DISTRICT? _____
- ARE THERE CRITICAL AREAS, WETLANDS, OR STEEP SLOPES ON OR AROUND THE SITE?
YES _____ NO _____ *COURTESY INSPECTIONS ARE AVAILABLE - REPORTS MAY BE REQUIRED*
- IS THE HOUSE LOCATED ALONG A PARKWAY? YES _____ NO _____
IF YES, ADDITIONAL DESIGN REQUIREMENTS MUST BE MET. SEE THE CITY'S DESIGN MANUAL, GHMC SECTION 17.99.140.
- IS THE HOUSE LOCATED IN AN ENHANCEMENT CORRIDOR? YES _____ NO _____
IF YES, ADDITIONAL DESIGN REQUIREMENTS MUST BE MET. SEE THE CITY'S DESIGN MANUAL, GHMC SECTION 17.99.160.
- IS THE HOUSE LOCATED ON A PROMINENT PARCEL? YES _____ NO _____
IF YES, ADDITIONAL DESIGN REQUIREMENTS MUST BE MET. SEE THE CITY'S DESIGN MANUAL, GHMC SECTION 17.99.210.
- IS THE HOUSE LOCATED IN THE HEIGHT RESTRICTION AREA? YES _____ NO _____
IF YES, ADDITIONAL DESIGN REQUIREMENTS MUST BE MET. SEE GHMC 17.62 AND GHMC SECTION 17.99.370(D).
- IS THE HOUSE LOCATED IN THE HISTORIC DISTRICT? YES _____ NO _____
IF YES, ADDITIONAL DESIGN REQUIREMENTS MUST BE MET. SEE THE CITY'S DESIGN MANUAL, GHMC SECTION 17.99.50

PLEASE RETURN THIS FORM WITH YOUR COMPLETE APPLICATION, IF YOU HAVE QUESTIONS PLEASE CALL
PATTY MCGALLIAN