



DEVELOPMENT SERVICES CLIENT ASSISTANCE MEMO

SINGLE FAMILY SUBMITTAL CHECKLIST

SINGLE FAMILY SUBMITTAL CHECKLIST | MINIMUM REQUIREMENTS

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; other documents may be required after review of the submitted application.

- Complete Construction Application.
- Complete Design Review application for Single Family Residences.
- Building Plans: Architectural and structural pages (2 sets if submitted in person)
- Site Plans: Must show setbacks, property lines, and impervious surface calculations. (2 sets if submitted in person)
- Civil/Storm Water Plans: Showing roof and footing drain infiltration design or storm water and erosion control elements, and proposed water and sewer connections. (2 sets if submitted in person)
- Washington State Energy Code forms
<http://www.energy.wsu.edu/buildingefficiency/energycode.aspx> (for useful information and forms)
- Engineering Structural Calculations: i.e.: shear walls, structural, trusses (2 sets if submitted in person)
- Complete plumbing application form.
- Complete mechanical application form.
- CRC application for sewer, water and traffic (Concurrency Reservation Certificate).
- Fire flow information / location of nearest hydrant.
- Details on all proposed fencing.
- Details on all proposed outdoor lighting.
- 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 the house and garage.
- Note: A separate permit may be required for a retaining wall.

PLEASE ANSWER THESE QUESTIONS TO SEE IF ADDITIONAL INFORMATION IS NEEDED

1. What is the property's zoning district? _____
Are there critical areas, wetlands, or steep slopes on or around the site? Yes No
2. *Courtesy inspections are available – reports may be required*
Is the house located along a parkway? Yes No
3. *If yes, additional design requirements must be met. See the City's Design Manual, GHMC 17.99.160*
Is the house located on a prominent parcel? Yes No
4. *If yes, additional design requirements must be met. See the City's Design Manual, GHMC 17.99.160*
Is the house located in the height restriction area? Yes No
5. *If yes, additional design requirements must be met. See GHMC 17.62 and GHMC 17.99.370(D)*
Is the house located in the historic district? Yes No
6. *If yes, additional design requirements must be met. See the City's Design Manual, GHMC 17.99.50*

Please return this form with your complete application, if you have questions please contact Patty McGallian.