



## Residential Building Permit Application

**1. Application Submittal Checklist/Information** – All required information must be submitted to be a complete application. Incomplete applications will not be accepted.

REQUIRED AT TIME OF APPLICATION	INFORMATION
<p><input type="checkbox"/> <b>Property Information Sheet</b></p> <p><input type="checkbox"/> Site Plan Meeting Site Plan Submittal Requirements – Refer to page 5.</p> <p><input type="checkbox"/> Impervious Surface Worksheet. Refer to page 6*</p> <p>Two Sets Construction Plans</p> <ul style="list-style-type: none"> <li>• 1 Full size set</li> <li>• 1 11 X 17 set</li> </ul> <p>Two 11 X 17 or smaller Stamped Truss Shop Drawings &amp; Layout, if required*</p> <p>Two Stamped Engineering Plans, if required on 11 X 17 or smaller sheet. Include review of the pre-engineered truss layout** Plans must be legible.</p> <p>Two Sets Washington State Energy Code Documents, if required**</p> <p>Floor Plan if remodeling or changing a structure to another use.</p> <p>Certificate of Water Availability, if applicable</p> <p>Well Mandate Form and fee, if applicable</p> <p>Application Fee</p> <p>Pre-Scanned Plans # _____</p> <p>*Required for new construction or when increasing the footprint of the structure</p> <p>** Not required if plans are pre-scanned.</p>	<ul style="list-style-type: none"> <li>• zoning and development regulations, critical areas ordinance (wetlands, streams, creeks, ponds, steep slopes, floodplain, high groundwater, gopher soils, prairie soils, and other protected habitat and species), and shoreline master programs will be reviewed.</li> </ul> <p style="text-align: center;">Public Works Department, Development Review</p> <ul style="list-style-type: none"> <li>• Reviews access, stormwater drainage plan, clearing &amp; grading.</li> </ul> <p style="text-align: center;"><b>The building permit application is valid for one year from the date of application.</b></p>



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### 1. Scope of Work (select one)

<input type="checkbox"/>	<b>New Construction</b> <input type="checkbox"/> Residential - Complete Section 3A <input type="checkbox"/> Accessory Structure - Complete Section 3B
<input type="checkbox"/>	<b>Converting Existing Permitted Structure into Accessory Dwelling Unit (ADU)</b> Cost of Project \$ _____ What structure is being converted? _____ Square footage of ADU _____ Square footage of Primary Residence _____ Number of Bedrooms in ADU _____ Total Number of Bedrooms for Primary Residence and ADU _____
<input type="checkbox"/>	<b>Addition</b> What structure is addition being added to? _____ Square footage of addition _____ Number of Existing Bedrooms? _____ Adding Bedrooms? _____ Total Number of Bedrooms? _____
<input type="checkbox"/>	<b>Remodel</b> - Cost of Remodel Project \$ _____
<input type="checkbox"/>	<b>Interior Remodel</b> – Site plan not required at time of application but may be requested if review by Environmental Health is needed. A review fee will apply. Cost of Project \$ _____ Are you adding plumbing fixtures? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<b>Interior Remodel Change of Use</b> (e.g., converting garage into living space) Cost of Project \$ _____
<input type="checkbox"/>	<b>Exempt Agricultural Building</b> – Complete Section 3B on page 2
<input type="checkbox"/>	<b>Repair</b> (describe)
<input type="checkbox"/>	<b>Fence</b> - height _____ Length _____
<input type="checkbox"/>	<b>Swimming Pool</b> - Cost of Project \$ _____
<input type="checkbox"/>	<b>Foundation Only</b> – Cost of Project \$ _____
<input type="checkbox"/>	<b>Renew Expired Building Permit</b>
<input type="checkbox"/>	<b>Other</b> (describe)



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### 2. Project Type

#### (A) Residential

**Select one:**

- Single Family Residence
- Guest House
- Accessory Dwelling Unit

Square Feet

- (A) Basement \_\_\_\_\_
- (B) Main Floor \_\_\_\_\_
- (C) 2<sup>nd</sup> Floor \_\_\_\_\_
- (D) 3<sup>rd</sup> Floor \_\_\_\_\_

**Total Above** \_\_\_\_\_

Attached Garage \_\_\_\_\_

Deck/Porches \_\_\_\_\_

# Bedrooms \_\_\_\_\_

#### (B) Accessory Structure (select one)

Square Feet

- Garage-Wood Frame
  - (A) Main Floor \_\_\_\_\_
  - (B) 2<sup>nd</sup> Floor \_\_\_\_\_
  - (C) Total A+B \_\_\_\_\_
 Heated Space?  Yes  No  
 Square footage of heated space \_\_\_\_\_

- Pole Building
  - (A) Main Floor \_\_\_\_\_
  - (B) 2<sup>nd</sup> Floor \_\_\_\_\_
  - (C) Total A+B \_\_\_\_\_
 Heated Space?  Yes  No  
 Square footage of heated space \_\_\_\_\_

Metal Building \_\_\_\_\_

Carport/Pole Building  
(open on any side) \_\_\_\_\_

Deck/Porch \_\_\_\_\_

Barn \_\_\_\_\_

Agricultural Use?  Yes  No

Housing Animals?  Yes  No

### 3. Mechanical/Plumbing Fixtures – Check all that apply.

MECHANICAL	
	# Fixtures
Gas Hot Water Heater	
Gas Forced Air	
Electric Furnace	
Heat Pump/Air Conditioner	
Gas Piping Connections	
Gas Range	
Other	

PLUMBING	
	# Fixtures
Hot Water Tank <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
Toilet	
Sink	
Bathtub	
Shower	
Clothes Washer	
Water Pipe Alteration/Repair	



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### 4. Fire Permit – Place zero under number of fixtures if this does not apply

**# of Fixtures**

Propane Tank Over 500 Gallons	
Residential Fire Sprinklers	

### 5. Contractor Information – All requested information must be provided.

Contractor/Owner	Email
Name _____ Company _____	
Contact Phone # ( ) _____ Office Phone( ) _____	
Address: _____ City _____ State _____ Zip Code _____	
WA Registration # _____ Expires _____	

Architect	Email
Name _____ Company _____	
Contact Phone # ( ) _____ Office Phone( ) _____	
Address: _____ City _____ State _____ Zip Code _____	
Certification Number and Level _____	

Engineer	Email
Name _____ Company _____	
Contact Phone # ( ) _____ Office Phone( ) _____	
Address: _____ City _____ State _____ Zip Code _____	



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6. **Site Plan Submittal Requirement Checklist** – Use the checklist to ensure all required information is provided on the site plan. **Incomplete site plans will not be accepted.**

- Site plan shall be legible and drawn to a standard engineer scale (example: 1" = 30' or 1" = 100') on 11 X 17
- The site plan shall be prepared in black ink, aerial photos may be accepted depending on size of parcel.
- All applicable items noted below shall be addressed on the site plan.

Applicant	INFORMATION TO SHOW ON THE SITE PLAN	Staff
<input type="checkbox"/>	All property boundaries and dimensions	<input type="checkbox"/>
<input type="checkbox"/>	North arrow, site address, tax parcel number and map scale used	<input type="checkbox"/>
<input type="checkbox"/>	Size of property	<input type="checkbox"/>
<input type="checkbox"/>	Footprint of all existing and proposed structures (please identify structure type: house, barn, shop, shed, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed driveway locations and easements	<input type="checkbox"/>
<input type="checkbox"/>	Location of all existing and proposed utilities such as septic tanks, drainfields, drainfield reserve areas, sewer lines, water lines, wells, and springs.	<input type="checkbox"/>
<input type="checkbox"/>	All known or delineated critical areas and buffers (example: wetlands, streams, steep slopes, flood plain, high groundwater)	<input type="checkbox"/>
<input type="checkbox"/>	Topographic information for entire property. Contour information may be provided on a separate sheet. Information may be obtained from Thurston County Geodata Mapping based on available County 2-foot contour maps. A note shall be made on the site plan if the parcel is flat.	<input type="checkbox"/>
<input type="checkbox"/>	Areas to be cleared, graded, filled, excavated, or otherwise disturbed	<input type="checkbox"/>
<input type="checkbox"/>	Impervious surface calculations. Use the attached impervious surface worksheet to assist you with your calculations. Submit the worksheet at the time of application or show calculations on the site plan. Additional calculations may be requested for shoreline properties.	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity sketch showing property location in relation to major roads and highways	

**Storm Water Drainage Plan** – The site plan shall demonstrate how storm water will be managed on-site. The following shall be depicted on the site plan.

- Location and type of storm water drainage facility proposed for the project (Example: gutters with down spouts, splash blocks, drywell, infiltration trench, etc.)
- Location and type of erosion/sediment control (Example: silt fence, straw wattles, etc)
- If new or existing driveway is served off a public road, show the new paved or concrete apron

## IMPERVIOUS SURFACE WORKSHEET

- This worksheet must be completed and submitted at the time of application.
- The square footage of all existing and proposed impervious surface areas must be shown.
- Complete all applicable sections.

<b>Impervious Surface Calculations</b>			
		<b>H PROPOSED Square Feet</b>	<b>I EXISTING Square Feet</b>
<b>A</b>	Roof Area of Main Structure		
<b>B</b>	Roof Area of Addition		
<b>C</b>	Roof Area of all Accessory Buildings (garage, shop, shed)		
<b>D</b>	Driveways		
<b>E</b>	Sidewalks, Pathways, Patios		
<b>F</b>	Other Impervious Areas		
<b>G</b>	<b>TOTAL</b> (A+B+C+D+E+F)		
<b>J</b>	<b>TOTAL</b> Proposed and Existing (H + I)		
<b>K</b>	Square Feet of Parcel (One acre = 43,560 sq. ft.)		
<b>L</b>	Percentage of Impervious Surface Coverage (J Divided By K)		

# EXAMPLE SITE PLAN

