

**RESIDENTIAL PERMIT APPLICATION
REQUIRED INFORMATION / PLANS
CHECK LIST**

The *appropriate application form 100% filled out.
* ***Building, Plumbing, Mechanical, Water or Sewer.***
City Staff will help with parcel numbers.

Transmittal sheet (list of items submitted)

Plans Required

1. Site / Plot plan – 3 copies showing lot and dimensions, existing buildings, proposed buildings, driveway, utility connection locations and hydrants.

2. Building – 2 sets. Including structural plans, truss calculations and elevation certificate.
Plus 1 extra floor plan for the assessor.

3. Plumbing – 2 sets of schematic/riser diagram including equipment specifications. Septics require health department approval.

4. Mechanical – 2 sets of equipment and layout, ductwork, including equipment specifications.

5. Energy Code and Indoor Air Quality – 2 copies of information demonstrating compliance.

6. Multi-family must show compliance with Barrier Free Regulations.

7. Remodels and additions shall show existing and new on the plot plan and items 1 through 5 for the new construction.

* **SEPA submittals may require more or different information.**

* **Phone the Permit Coordinator prior to submittal for a fee estimate.
(253) 922-9624**