



RESIDENTIAL SUBMITTAL CHECKLIST

(Single Family Residential, Duplex or International Residential Code Townhouse)

All applications must be submitted **electronically** by following the steps listed below:

- First-time users must create an online account at the Citizens Connect, log-in and apply for any permit.
- Log-in and follow the prompts to fill in the required information on the application.
- Submit your application and upload the required items from the checklist depending on project. City staff will check for completeness, this can take up to 3 business days.
- An e-mail response will be sent to you letting you know that:
 - More information is needed, or
 - Your application has been accepted and invoiced for payment. You may use a MasterCard or Visa to process your payment.

Electronic Plan Standards:

City staff may reject files that are improperly named or formatted incorrectly during the online intake check.

- All plans and reports must be dated. Plans must be drawn to scale and have a scale noted on each submittal.
- All plans must be uploaded in landscape orientation (horizontal position) except residential **Site Plan** and **SWPPP Plan**.
- All documents must be uploaded as PDF files. PDFs must be flattened, and the file size reduced, to less than 200 mb.
- All plans must be named according to the submittal requirements shown below in **Bold**.

New, Additions, or Alterations Submittal Items:

1. Completed Residential Permit **Application Form**
2. **Site Plan**
3. **Plan(s)** (items a. through g. below to be combined into one PDF document)
 - a. Foundation Plan
 - b. Floor Plan(s)
 - c. Roof Plan
 - d. Elevation Plan(s)
 - e. Cross sections Plan(s)
 - f. Construction Detail Plan(s)
 - g. Building elevation Plan(s)
4. **Energy Form** <http://www.energy.wsu.edu> (may be on plans)
 - a. **Prescriptive Worksheet**
 - b. **Glazing Schedule Worksheet** (if applicable)
 - c. **Heating System Sizing Worksheet** (if applicable)
5. **Structural Calculations** (if applicable)
6. **Geotechnical Report** (if applicable-steep slopes and/or not part of a plat)
7. **Special Inspections Agreement** (if required by Design Professional)
8. **Health Approval** (if applicable-well and/or septic system)
9. **Sewer Letter** (availability) from Lake Stevens Sewer District (if applicable)
10. **Water Letter** and/or **Electrical Letter** availability from PUD (if applicable)

11. **Land Use Decision** (if applicable)
12. **SWPPP Plan** – (if applicable) Stormwater Pollution Prevention Plan (SWPPP plan and/or report) when projects equal or are greater than 2,000 square feet of new and/or replaced hard surfaces or 7,000 square feet of land disturbances.

Garage, Carport, Deck or Shed Submittal Items:

13. Complete Residential Permit **Application Form**
14. **Site Plan**
15. **Plan(s)** (items a. through e. below to be combined into one PDF document)
 - a. Foundation Plan
 - b. Floor Plan(s)
 - c. Roof Plan
 - d. Elevation Plan(s)
 - e. Cross section Plan(s), details
16. **Structural Calculations** (if applicable)
17. **Land Use Decision** (if applicable)

Applications are received by the Building Official under the provisions of 2021 International Residential Code and shall expire by limitation and become null and void if permit is not obtained within 180 days of this application.

For assistance, please contact a Permit Specialist at Permits@lakestevenswa.gov or 425-622-9400.