



Residential Building Permit Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

In order for your building permit application to be complete, you must provide the following:

Applicant / Staff Verify

Residential Building Permit Application Form

- ___ / ___ Permit Information
- ___ / ___ Parcel Information
- ___ / ___ Applicant Information
- ___ / ___ Site Information
- ___ / ___ Floor Area (existing and/or proposed)
- ___ / ___ Critical Area Information
- ___ / ___ Structure Information (value of construction, type of construction, fire sprinklers, occupancy group, description of work, etc.)
- ___ / ___ Designer, engineer and contractor information
- ___ / ___ Mechanical and plumbing contractor and fixture count (if applicable)
- ___ / ___ Signed and dated

Detailed site plan (2 reduced size site plans – maximum 11” X 17”)

- ___ / ___ Drawn to scale
- ___ / ___ North arrow
- ___ / ___ Show lot dimensions and shape
- ___ / ___ Exact location of building and square footage
- ___ / ___ Property lines
- ___ / ___ Setbacks from structures to property lines (measured at the shortest, most direct distance to the property lines)
- ___ / ___ Show foundation line and eave line
- ___ / ___ Calculations of total impervious surface (including a breakdown on buildings, carport, garage, driveway, decks, patios, walkways, graveled parking areas, etc.)
- ___ / ___ Stormwater Retention - Indicate how building ties into drainage system
- ___ / ___ Erosion Control Measures (including stockpiles)
- ___ / ___ Tax Parcel Number
- ___ / ___ Property Zoning
- ___ / ___ Topography
- ___ / ___ Shade Trees (per LSMC 14.76.124)
- ___ / ___ Nearest fire hydrant location
- ___ / ___ Easements

Architectural/structural plans (2 sets - minimum size 18” X 24”)

- ___ / ___ Structural details; eg. size of framing members, type of wood, etc.
- ___ / ___ Foundation; footing, stem wall, rebar
- ___ / ___ Framing and all connections
- ___ / ___ Floor plan
- ___ / ___ Building section; grade to roof details
- ___ / ___ Exterior Elevations
- ___ / ___ Energy credits noted on plans

Reports/supporting documents

- ___ / ___ Structural Calculations (2 sets)
- ___ / ___ Energy Code Worksheets (2 sets); <http://www.energy.wsu.edu>
- ___ / ___ Statement of Ownership (required for any applicant not the legal owner of the property; eg. authorized agent, contractor, etc.)
- ___ / ___ Proof of sewer availability (Lake Stevens Sewer District – 425-334-8588)
- ___ / ___ Proof of water availability (Snohomish County PUD – 425-397-3000)

Plan check fee/Intake fees