



## **Residential Permit Submittal Checklist** **NEW Single Family / Duplex / Townhomes 1-2 units / Detached Structures**

You may apply for a Residential Building Permit online at [Customer Self Service](#). Once you have registered for a username and password, log in and select Apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509) 585-4266.

Each document or document set listed below must be separated into its own PDF file.  
(Please Note: **Washington State Energy Credit Compliance Forms must be a separate PDF.**)

### **One Plot Plan- to scale, to include:**

- North arrow, scale and legend
  - Parcel Number
  - Address and legal description
  - Setback dimensions from property lines and other buildings/structures on the property
  - Property lines and corners with dimensions of parcel
  - Building footprints with dimensions
  - Labeled adjacent streets and alleys
  - Location of sidewalk and face of curb
  - Proposed curb cut location and width. **Driveway to house must be paved.**
  - Easements
  - Show the location of all existing and planned retaining walls (if applicable)
  - Utility locations, sewer/water stub outs including location of water meter
- \*\*\*Water meters are not allowed in a proposed driveway area\*\*\*

**One set of pdf plans 11" x 17" minimum or larger and minimum of ¼-inch scale (must be legible) for review with the following information:**

- Building Elevations
- Foundation Plan
- Floor Plan – rooms labeled
- Cross Section – showing foundation (stem wall or monolithic), floor joists, wall framing, roof framing and all insulation values
- Stairway Detail (headroom, rise/run and handrail detail) if applicable
- Braced walls panel locations and details

**Credit options used per Table 406.2 of the current Washington State Energy Code** with supporting documents (cut sheets) on how the project meets the energy code credits and insulation requirements.

**Truss reactions summary sheet and truss layout**

*Note: This checklist is not a substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document. Building official may require additional documentation as needed.*