



Residential Permit Submittal Checklist Alteration/Addition, Decks & Retaining Walls

You may apply for a Residential New 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, (1" = 20') to include:

- Parcel Number
- Address and legal description
- North Arrow
- Setback dimensions from property lines and other buildings/structures on the property
- Property lines and corners with dimensions of parcel
- Easements – Retaining walls may not encroach into easement without approval
- Show the location of all existing and planned retaining walls (if applicable)

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/Structure Elevations
- Engineering must be provided if all or part of design is non-prescriptive according to current adopted codes.
- Foundation, footing, or anchoring plan (anchoring details for post to footing and mechanical attachment methods for post to beams). Please indicate size and depth required by code.
- Floor Plans – Provide existing and new floor plan. Show all new plumbing and mechanical fixtures.
- Cross section – showing foundation (stem wall or monolithic, floor joists, wall framing & ceiling joists. Lumber grade must be included and referenced on all lumber to be used.
- Beam & Post sizes, along with spacing measurements must be indicated in plans.
- If constructing patio cover or deck, please show attachment details of new structure to existing building. Mechanical fasteners must be approved.
- Stairway Detail (headroom, rise/run and handrail/guardrail 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 on how the project meets the energy code credits and insulation requirements. (If adding living or conditioned space to home or structure.)

If address is on septic, applicant must provide approval letter and stamped plot plan from Benton Franklin Health Department before applying.

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.