

RESIDENTIAL BASIC SUBMITTAL CHECKLIST

PERMIT SUBMITTAL REQUIREMENTS:

- Completed Permit Application form: [Building Permit Application](#)
- Two (2) complete sets of building plans (1/4" = 1' minimum scale) and One (1) additional reduced set of plans in 11" x 17" size.
- Maximum size of plan sets: 24"x36" maximum sheet size (bound edge), 5/8" thick. All pages in a plan set shall be uniformly sized. Number each page consecutively and staple them together
- Two (2) copies of engineering calculations if required,
- Two (2) copies of any other required reports (soils, geotechnical, wetland, arborist, etc.)
- Plan check fee

NOTES: All documents must be clearly legible for microfilming, each page consecutively numbered and stapled.

***Applications can be dropped off between the hours of 7:30 AM – 12:00 PM and 1:00pm – 3:30 PM**

I. STRUCTURAL PLANS

- Show all four elevations with roof pitch, materials, finished floor level & plate height(s)
- Foundation plan (cross section and plan view) showing: rebar placement, slab, ventilation, access, anchor bolts, sill plate, vapor barrier etc...
- Floor plans showing: each story or level, all rooms labeled for use, dimensions of rooms, location of furnace and hot water tank, all plumbing fixtures, multiple studs and/or posts, window and door sizes
- Total square footage: living space, garage, covered porches, deck (including stairs)
- Cross section – exterior(s) – all materials/connections
- Cross section – interior(s) structural framing
- Floor framing plan showing: each story, all support pads, posts, beams, sizes, connections, all header sizes/bearing, window sizes/openings/class, types of lumber (species and grade), pressure treated lumber
- Stair cross section showing: construction, fireblocking, headroom, handrail size and height, riser height and tread depth
- Masonry fireplace/chimney detail(s)

- Building section(s) specific to this structure
- Roof framing plan(s) showing: trusses, girder truss, hip master, special trusses. If stick frame show: size, species, grade and spacing of all framing members.
- All structural garage details: plan view, cross section, wall and ceiling separation.
- All structural deck details: pressure treated wood, all support pads, post & beam sizes, connections, ledger detail(s), flashing, guardrail (height/spacing of pickets)

II. WASHINGTON STATE ENERGY CODE COMPLIANCE (2009 Ed)

- SYSTEMS ANALYSIS (Chapter 4) – building heating/cooling load calculations
- COMPONENT PERFORMANCE APPROACH (Chapter 5) – thermal performance calculations included with completed compliance application required
- PRESCRIPTIVE REQUIREMENTS APPROACH (Chapter 6) – completed compliance application required

III. WASHINGTON STATE STRUCTURAL ENGINEER STAMP REQUIRED

- Foundation walls over 8 feet
- Retaining wall over 4 feet
- Sheer and lateral bracing of walls not complying with IRC R602.10 and Table R602.10.1

APPLICABLE CODES AND REFERENCES

- 2018 International Residential Code (IRC) & WAC 51-51
- 2018 International Mechanical Code (IMC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Fire Code (IFC) & WAC 51-54
- 2018 Washington State Energy Code Residential (WSEC)
- 2018 Washington State Energy Code Appendix (WSEC)
- 2018 Uniform Plumbing Code (UPC)
- 2018 National Fuel Gas Code (NFPA 54)
- 2014 Liquefied Petroleum Gas Code (NFPA 58)
- 2020 National Electrical Code (NFPA 70) & WAC 296-46B-010
- 2018 Washington State-Wide Amendments
- 2018 International Swimming Pool and Spa Code (ISPSC)
- City of Everett Design & Construction Standards & Specifications



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