



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us
**DETACHED GARAGE/ACCESSORY
 BUILDING PERMIT**
 Submittal Checklist

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APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____ EMAIL: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to construct a detached garage/accessory building that exceeds 120 square feet in area on residential property, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

A. APPLICATION	N/A	Provided	Staff
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|--|--|--------------------------|--------------------------|
| 1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Draw plans to scale of 1/4" = 1' or larger. Minimum plan sheet size is 18"x24". All notations and drawings must be clear and legible. | | <input type="checkbox"/> | <input type="checkbox"/> |

B. SITE PLAN	N/A	Provided	Staff
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|--|--------------------------|--------------------------|--------------------------|
| 1. Draw site plan to scale of 1" = 10' or larger (on lots larger than 10,000 sq. ft., use 1" = 20'). | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. List total square-footage of the site. | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Show: | | | |
| a. North arrow; and location and dimensions of all property lines and easements. | | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Vicinity map showing location and names of all streets and alleys (public and private) adjacent to this site. | | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Zoning district. | | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Distances to structures, property lines and easements. If access to the site is via an easement, provide recorded easement documents. | | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Required building setback lines (dashed lines); dimensions from property lines. | | <input type="checkbox"/> | <input type="checkbox"/> |
| f. All street access points, width of access (consistent with garage layout) and driveway. | | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Driveway material; i.e. asphalt pavement, concrete, pavers, etc. and percent of driveway slope. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Contour lines in 2' increments. | | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Building coverage as a percentage of lot area. | | <input type="checkbox"/> | <input type="checkbox"/> |

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B. SITE PLAN (CONTINUED)	N/A	Provided	Staff
j. Elevations of existing and proposed site corners, building corners, and finished floor.		<input type="checkbox"/>	<input type="checkbox"/>
k. Building height (the highest point of the building).		<input type="checkbox"/>	<input type="checkbox"/>
l. Flood plain boundaries and certification of high water elevation by a licensed engineer or surveyor must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Wetlands or surface water (if any), and any applicable buffers. If yes, submit wetland/riparian report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Existing and proposed on-site septic systems and reserve areas, with distance to structures. If a new system is proposed, provide approval of septic design from Thurston County Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Existing and proposed private wells and 100' well radius, with distances to structures. If proposing a new well, provide certificate of water availability (for a private well).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Existing and proposed stormwater drainage facilities (including downspouts, dry wells, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Location of all existing and proposed utilities (water, sewer, gas, meters, electrical power, telephone, cable, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Exterior storage tanks (e.g. propane) and HVAC equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s. Existing and proposed street frontage improvements (power and light poles, hydrants, street trees, curbs, gutters, sidewalks, utility vaults, storm drainage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Location and types of temporary erosion and sediment control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. FOUNDATION PLAN	N/A	Provided	Staff
1. Show:			
a. Plan view of foundations/footings/pads and roof drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Elevation views of foundation steps, with final grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cross-sections of footing and foundation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Type and location of hold downs and anchors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. FLOOR PLAN	N/A	Provided	Staff
1. Show:			
a. Square-footage of each floor.		<input type="checkbox"/>	<input type="checkbox"/>
b. Use of each room.		<input type="checkbox"/>	<input type="checkbox"/>
c. Full dimensions of structure.		<input type="checkbox"/>	<input type="checkbox"/>
d. Location and dimensions of all windows, doors and header sizes.		<input type="checkbox"/>	<input type="checkbox"/>
e. Dimensions and framing details of joists, beams, posts, ledgers, size/grade/species of lumber, pressure treated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. ELEVATION AND WALL DETAILS	N/A	Provided	Staff
1. Provide:			
a. Typical and rated wall details.		<input type="checkbox"/>	<input type="checkbox"/>
b. Listing of fire-resistive wall designs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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E. ELEVATION AND WALL DETAILS (CONTINUED)	N/A	Provided	Staff
c. Building elevations – all four (4) sides.		<input type="checkbox"/>	<input type="checkbox"/>
d. Full dimensions of structure.		<input type="checkbox"/>	<input type="checkbox"/>

F. ROOF PLAN	N/A	Provided	Staff
1. Show:			
a. Sizes and spacing of all rafters/trusses.		<input type="checkbox"/>	<input type="checkbox"/>
b. Location of chimneys and skylights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Roof covering materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Sheathing material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Roof pitch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If using engineered trusses, provide truss specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. EXTERIOR LIGHTING PLAN	N/A	Provided	Staff
1. Lighting Plan elements (see attached example):			
a. Location of all new exterior lighting, including wall-mounted lights. The light locations can be shown on the site plan or on a separate plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Descriptions, illustrations or photos of the types of light fixtures to be installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Legend of the number of each type of light fixture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The “statement of compliance” with the applicant’s/representative’s signature and date as follows: This lighting design (including design, placement, and aiming of the lighting fixtures) complies with the Tumwater outdoor lighting regulations. If it is found that changes are necessary to come into compliance with the regulations, we will complete the changes in a timely manner and before final inspection is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Total number of light fixtures.		(Enter number) _____	

E. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date