



CITY OF TUMWATER
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**NEW ONE & TWO-FAMILY 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 for us to consider your application complete, all items on this checklist shall be submitted unless otherwise waived by Staff. Applications will not be accepted unless all of the required information is submitted.

A. PERMIT 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"/>
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B. PLANS	N/A	Provided	Staff
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1. Draw building plans to scale of 1/4" = 1'. All notations and drawings must be clear and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide specifications for any and all furnaces, heat pumps, and water heaters.		<input type="checkbox"/>	<input type="checkbox"/>

C. SITE PLAN	N/A	Provided	Staff
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1. Draw plan to scale of 1" = 10' (on lots larger than 10,000 sq. ft., use scale of 1" = 20').		<input type="checkbox"/>	<input type="checkbox"/>
2. List parcel number(s) and indicate total square-footage of the site.		<input type="checkbox"/>	<input type="checkbox"/>
3. Show:			
a. North arrow; and locations 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 the 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. Location of all proposed exterior lighting, including wall-mounted lights.		<input type="checkbox"/>	<input type="checkbox"/>
h. Driveway material; i.e. asphalt pavement, concrete, pavers, etc. and percent of driveway slope.		<input type="checkbox"/>	<input type="checkbox"/>
i. Contour lines in two-foot increments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Building coverage as a percentage of lot area.		<input type="checkbox"/>	<input type="checkbox"/>

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C. SITE PLAN (CONTINUED)	N/A	Provided	Staff
k. Building height (the highest point of the house).		<input type="checkbox"/>	<input type="checkbox"/>
l. Elevations of existing and proposed site corners, building corners, and finished floor.		<input type="checkbox"/>	<input type="checkbox"/>
m. Floodplain 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"/>
n. 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"/>
o. Existing and proposed on-site septic systems and reserve areas, with distances to structures. If a new system is proposed, provide approval of septic system design from Thurston County Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. 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"/>
q. Existing and proposed stormwater drainage facilities (including downspouts, dry wells, etc).		<input type="checkbox"/>	<input type="checkbox"/>
r. Location of all existing and proposed utilities (water, sewer, gas, meters, electrical power, telephone, cable, etc).		<input type="checkbox"/>	<input type="checkbox"/>
s. Exterior storage tanks (e.g. propane) and HVAC equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. 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"/>
u. Location and types of temporary erosion and sediment control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. FOUNDATION PLAN	N/A	Provided	Staff
1. Show:			
a. Plan view of foundations/footings/pads.		<input type="checkbox"/>	<input type="checkbox"/>
b. Type and location of footing and roof drains.		<input type="checkbox"/>	<input type="checkbox"/>
c. Elevation views of foundation steps, with final grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Cross-sections of footing and foundation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Method and total square-footage of foundation ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Type and location of hold-downs and anchors.		<input type="checkbox"/>	<input type="checkbox"/>
E. 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. Dimensions of building and rooms.		<input type="checkbox"/>	<input type="checkbox"/>
d. Location and type of furnaces, water heaters, fans, smoke detectors, and carbon monoxide detectors.		<input type="checkbox"/>	<input type="checkbox"/>
e. Plumbing fixtures (including grinder pump specs if applicable).		<input type="checkbox"/>	<input type="checkbox"/>
f. Location and dimensions of doors and windows (identify egress windows).		<input type="checkbox"/>	<input type="checkbox"/>
g. Dimensions and framing details of decks (joists, beams, posts, ledgers, size/grade/species of lumber).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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F. ELEVATIONS 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 (duplex or townhouse)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Building elevations – all (4) sides.		<input type="checkbox"/>	<input type="checkbox"/>
d. Exterior wall details when exterior wall is less than 5 feet to property line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. ROOF PLAN	N/A	Provided	Staff
1. Show:			
a. Sizes and spacing of rafters (provide specifications for engineered trusses).		<input type="checkbox"/>	<input type="checkbox"/>
b. Roof pitch and covering materials.		<input type="checkbox"/>	<input type="checkbox"/>
c. Sheathing type and dimensions.		<input type="checkbox"/>	<input type="checkbox"/>
d. Attic venting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. ENERGY CODE REQUIREMENTS	N/A	Provided	Staff
1. Provide:			
a. Completed Washington State Energy Code form.		<input type="checkbox"/>	<input type="checkbox"/>
b. Fuel source for furnaces, water heaters and other appliances.		<input type="checkbox"/>	<input type="checkbox"/>
I. EXTERIOR LIGHTING	N/A	Provided	Staff
1. Provide:			
a. Descriptions, illustrations or photos of all of the types of lighting fixtures to be installed.		<input type="checkbox"/>	<input type="checkbox"/>
b. Total number of exterior light-fixtures. (Enter number)		_____	<input type="checkbox"/>
J. ADDITIONAL INFORMATION	N/A	Provided	Staff
1. Provide:			
a. Tree protection plan. For infill lots not reviewed as part of a new plat, show all trees six inches in diameter 4.5' above ground (see Land Clearing Permit checklist).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Storm Water Pollution Prevention Plan (SWPPP).		<input type="checkbox"/>	<input type="checkbox"/>
c. Erosion control plan, i.e. silt fence, straw mulch, straw waddles, etc).		<input type="checkbox"/>	<input type="checkbox"/>
K. 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

Date