



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180  
 Email: cdd@ci.tumwater.wa.us

**RESIDENTIAL ADDITION 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 add on to an existing residential building, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

<b>A. PERMIT APPLICATION</b>	N/A	Provided	Staff
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>B. SITE PLAN</b>	N/A	Provided	Staff
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 parcel number(s) and 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.		<input type="checkbox"/>	<input type="checkbox"/>
c. Zoning district.		<input type="checkbox"/>	<input type="checkbox"/>
d. Distances from structures to property lines and easements.		<input type="checkbox"/>	<input type="checkbox"/>
e. Location and names of all streets and alleys (public and private) adjacent to the site.		<input type="checkbox"/>	<input type="checkbox"/>
f. All easements that must be crossed to access the property (for landlocked properties, provide recorded easement agreement).		<input type="checkbox"/>	<input type="checkbox"/>
g. All street access points, width of access (consistent with garage layout) and driveway.		<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"/>
j. Elevations of existing and proposed site corners, building corners, and finished floor.		<input type="checkbox"/>	<input type="checkbox"/>
k. Building coverage as a percentage of lot-area.		<input type="checkbox"/>	<input type="checkbox"/>

## Residential Addition Permit Submittal Checklist

<b>B. SITE PLAN (CONTINUED)</b>	N/A	Provided	Staff
l. Existing and proposed retaining walls and rockeries (including heights).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Building height (the highest point of the building).		<input type="checkbox"/>	<input type="checkbox"/>
n. Wetlands or surface water (if any), floodplain boundaries (reference the FIRM panel) and any applicable buffers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Existing and proposed on-site septic systems and reserve areas, with distance to structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Existing and proposed private wells and 100-foot well radius, with distance to structures.	<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"/>
<b>C. FOUNDATION PLAN</b>	N/A	Provided	Staff
1. Show:			
a. Plan view of foundations/footings/pads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Type and location of footing and roof drains.	<input type="checkbox"/>	<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, and attachment to existing house foundation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. 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"/>	<input type="checkbox"/>
g. Elevation views of foundation steps, with final grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. FLOOR PLAN</b>	N/A	Provided	Staff
1. Show:			
a. Existing and proposed floor plan.		<input type="checkbox"/>	<input type="checkbox"/>
b. Square-footage of each floor.		<input type="checkbox"/>	<input type="checkbox"/>
c. Use of each room.		<input type="checkbox"/>	<input type="checkbox"/>
d. Dimensions of buildings and rooms.		<input type="checkbox"/>	<input type="checkbox"/>
e. Location and dimensions of all windows, doors and header sizes.		<input type="checkbox"/>	<input type="checkbox"/>
f. Plumbing fixtures (including grinder pump specs, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Location and type of furnaces, water heaters, and fans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. 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"/>

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E. ELEVATIONS AND WALL DETAILS	N/A	Provided	Staff
1. Provide:			
a. Typical and rated wall details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Listing of fire-resistive wall designs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Building elevations – all four (4) sides.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Door and window schedule.	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
b. Location of chimneys and skylights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Roof pitch and covering materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Sheathing materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Attic venting.	<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"/>
3. Show ridge plan of new and existing roof and over frame details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. COUNTY ENVIRONMENTAL HEALTH APPROVAL	N/A	Provided	Staff
1. Provide:			
a. Certificate of water availability (for a private well).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Approval of septic system design.	<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"/>	<input type="checkbox"/>
b. Fuel source for furnaces, water heaters and other appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Existing source of heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. ADDITIONAL INFORMATION	N/A	Provided	Staff
1. Tree protection plan if removing trees. For infill lots not reviewed as part of a new plat, show all trees six inches in diameter 4.5 feet above ground (see Land Clearing Permit submittal checklist).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If structure is located in a high ground water or flood hazard area, certification by a licensed engineer or surveyor must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: <a href="#">Upload</a> 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.

# Residential Addition Permit Submittal Checklist

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date