



Comprehensive Residential Checklist

Applicants, use this checklist to make sure your plans and application are complete. All documents and applications are completed online through ePlace. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and permitting staff will reach out to you for more information.

Project Address		Type of Project								
Applicant Name										
Applicant Checklist	Required Items	New Dwelling (other than HUD or IBC Seal)	Manufactured (HUD) Home (not in a park)	Modular (IBC Seal) Dwelling	Addition (Note c)	Exterior Alterations Only	Interior Remodel	Detached Garages (Note b)	Deck (Note a)	Notes
APPLICATIONS (applied online through ePlace)										
	Building Permit Application (submitted online through ePlace)	x	x	x	x	x	x	x	x	
	Manufactured (HUD) Dwelling Checklist		e							
	Erosion Control Permit - For Engineering Division Review	x	x	x	x	h		x	x	
	Shoreland / Floodplain Permit - If applicable	x	x	x	x	h		x	x	
	HVAC, Plumbing, Gas Piping and Electrical work requires separate permits	x	x	x	x	x	x	x		
PLANS - Legible and drawn to scale - see reverse for required details to be provided for each type of plan										
	Site and Survey Packet	x	x	x	x	g, h	g	x	g	
	Elevations - Required for any exterior work, all sides, finished grade indicated - see sample drawings	x	x	x	x	h		x	x	
	Foundation Plan & Section - May be incorporated with the basement plan - see sample drawings	x	x	x	x	h		x		
	Floor Plan(s) - Complete plans for each floor, including basement and finished attic space- as applicable	x	x	x	x	h	x	x		
	Wall Section Plan(s) - 1 for each type of wall assembly	x	x	x	x	h	x	x	x	
	Engineered Drawings & Engineered Product Design Info- If applicable	d	d	x	d	h	d	d	d	
	Roof / Floor Truss Drawings	f		x	f	h	f	f		
	Plans for decks or steps (Man'd homes require two exits to grade) - If applicable	x	x	x	x		x		a	
FORMS / REPORTS / DOCUMENTATION										
	HUD or IBC Seal Numbers - Required prior to final inspection		x	x						
	Helical Pier Special Inspection Form - all decks and additions under 120 SF, over 120 SF requires engineered design	x	x	x	x	h			x	
	WLSSD CAF Fee Discussed - If applicable, due when permit approved	x	x	x						
	Septic / Well Compliance Documentation - If applicable	x	x	x						
	Planning/Zoning Approval Documents - If applicable	x	x	x	x	h	x	x	x	
	Other Special Approval Documents - If applicable	x	x	x	x	h	x	x	x	

- a** [Basic Decks - For standard residential decks, use the deck packet.](#)
- b** [Detached Garages - For standard detached residential garages, use the garage packet. Erosion control required if applicable.](#)
- c** [Additions on Posts - For additions on posts under 120 SF, a packet is available online as a guide for preparing your construction plans and documents. Additions on posts over 120 SF are required to be designed by a structural engineer.](#)
- d** [Engineered Wood Products - If engineered wood products are proposed, engineered design info by product supplier must be submitted before a permit is issued.](#)
- e** [Manufactured \(HUD\) Dwelling Checklist - Required submittal information for support and installation of manufactured homes is unique and specific.](#)
- f** [Truss Drawings - Required for plan review. Shop Drawings shall be submitted prior to framing inspection.](#)
- g** [Boundary Survey - may be required for decks or for exterior or interior alterations where new openings are added, depending on required distance to property lines and existing documentation available for location of building on lot.](#)
- h** [Exterior Alterations - Submittal requirements will vary greatly depending on the proposed work. Each item is required if it is applicable to the project.](#)

Additional Checklist Item Information

Applicants, use this along with the checklist to make sure your plans and application packet are complete and include all items. Note that it is not acceptable to indicate "per code" or similar statement in lieu of dimensions or specifications. Additional information may be required for some projects. This will be determined during plan review.

SITE PLAN - Items to be Included

- | | | |
|---|---|---|
| ☐ Drawn to scale with scale indicated | ☐ Setbacks shown and dimensioned | ☐ Legal description on site plan |
| ☐ Property lines shown and dimensioned | ☐ Window well - size and location | ☐ Existing and proposed structures shown and dimensioned |
| ☐ Easements on property shown | ☐ Erosion control shown | ☐ Driveways and REQUIRED PARKING shown |
| ☐ Drainage pattern shown - noting slope min 6 inches in 10 feet away from building | ☐ Consistent with survey with found survey monumentation noted | ☐ Adjacent streets and alleys shown |

FOUNDATION PLAN (may be combined with basement plan) - Items to be Included

- | | | |
|--|--|---|
| ☐ Foundation wall type | ☐ Radon system shown | ☐ Post/pad footings shown and dimensioned |
| ☐ Drainage system shown | ☐ Bearing wall footings shown and dimensioned | ☐ Foundation insulation - horizontal as needed |

FLOOR PLANS (complete plans for each floor) - Items to be Included

- | | | |
|---|--|--|
| ☐ Legible, to scale, and fully dimensioned | ☐ Narrow wall bracing | ☐ Guards and handrails shown |
| ☐ Ceiling height - all areas | ☐ Bathroom fixture clearances | ☐ Radon control method |
| ☐ Window wells shown - see handout | ☐ Required light and ventilation | ☐ Draftstopping in floors shown - 1000 SF section |
| ☐ Window U-values | ☐ Smoke and CO detectors shown | ☐ House to garage separation indicated - door specified |
| ☐ Identify uses of rooms | ☐ Clearly indicate new vs. existing / demo walls | ☐ Stairways dimensioned - rise, run, width, headroom |
| ☐ Wall construction - stud size, spacing, finish materials | ☐ Specialty windows indicated - safety glazing, window fall protection | ☐ Floor system orientation or slab thickness indicated |
| ☐ Egress windows identified - sill height, clear opening | ☐ Show complete load path of all bearing situations to carry load to foundation | |

WALL SECTION - Items to be Included

Foundation / Basement Wall

- ☐ Grade slopes away 6" in 10'-0"
- ☐ Anchor bolt size, spacing and location
- ☐ Foundation wall type and width
- ☐ Max wall height from floor to top of wall
- ☐ Max unbalanced backfill height - type of soil
- ☐ Waterproofing method
- ☐ Exterior insulation protection
- ☐ Exterior insulation - type and R value
- ☐ Vertical & horizontal reinforcing - chapter 4
- ☐ Interior insulation - type and R value
- ☐ Interior wall covering - interior finish
- ☐ Interior ceiling height
- ☐ Footing width, height, depth below grade
- ☐ Drainage system
- ☐ Slab thickness
- ☐ Vapor barrier
- ☐ Insulation under slab - type and R value
- ☐ Base material
- ☐ Soil bearing capacity
- ☐ Details for Frost Protected Shallow Foundations - see handout

Exterior Wall Assembly

- ☐ Siding type
- ☐ House wrap or felt
- ☐ Wall sheathing
- ☐ Stud size and spacing
- ☐ Insulation - type and R value
- ☐ Vapor barrier
- ☐ Interior wall cover material
- ☐ Wall height
- ☐ Flashing - all locations

Interior Wall Assembly

- ☐ Stud size and spacing
- ☐ Sheathing type and size

Floor System(s) Assembly

- ☐ Floor joist / trusses - size and spacing
- ☐ Floor sheathing
- ☐ Floor insulation - if req.- type and R value
- ☐ Ceiling finish material
- ☐ Rim joist insulation - type and R value

Roof Assembly

- ☐ Roof pitch
- ☐ Roofing material - shingle type, metal, etc.
- ☐ Underlayment - felt and/or ice & water barrier
- ☐ Roof sheathing - type and thickness
- ☐ Truss information - energy heel height
- ☐ Ventilation method
- ☐ Soffit / Fascia details
- ☐ Insulation - type and R value
- ☐ Vapor barrier
- ☐ Ceiling finish material

DECK DETAILS - Items to be included

- ☐ Footings - type, size, depth and spacing
- ☐ Posts - size and connections
- ☐ Beams - size and connections
- ☐ Joist - size, spacing and connections
- ☐ Ledger - size, connection and flashing
- ☐ Guards and handrails indicated
- ☐ Stairs - width, rise, run, handrails
- ☐ Lateral load connectors indicated