

Building Permit Checklist

Property Owner:		Day Phone:	
Site Address:			
Project Description:	<input type="checkbox"/> New residence <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Accessory Structure <input type="checkbox"/> New Commercial		

THIS IS NOT A REVIEW: This checklist is used to assure that your permit application includes at least the minimum information needed to submit for a building permit. **APPLICATIONS WILL NOT BE ACCEPTED FOR SUBMITTAL UNTIL ALL OF THE APPLICABLE ITEMS ARE INCLUDED AND/OR ELIMINATED AS NOT APPLICABLE.** The information required is listed below.

Required Submittal Items			Comments
1.		Application Completed in Zipflow	
2.		Preliminary Site Analysis Completed	
3.		Zoning Decisions, Flood Permit, Variance, etc. that may apply	
4.		Application Completed and Signed	
5.		Site Plan (see "site plan" handout)*	
6.		Foundation Plan*	
7.		Floor Plan (one for each level)*	
8.		Floor Framing Plan (one for each level)*	
9.		I-Joist Layout (one for each level)*	
10.		Typical Cross Section* (from roof to foundation)	
11.		Roof Framing Plan and Truss Sheets*	
12.		Elevation Plans (each side of structure) *	
13.		Energy & Ventilation Compliance Forms* www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx	

*Digital plans are uploaded through the Zipflow system in the application step.

		Comments
PLAN REQUIREMENTS		
	Plans drawn to ¼” scale on minimum 11” x 17”	
	Digital plans are uploaded to the Zipflow system	
	Applicable codes listed on plans.	
	Plan drawings and text is legible on substantial paper.	
SITE PLAN		
	Drawn to scale. With all lot lines and setbacks	
	All new and existing buildings shown and	
	Surface water, wetlands, irrigation shown.	
	North arrow, address, access driveway(s), main road.	
	Water and Sewer service location, with setbacks.	
	Slopes with topographical contours where applicable.	
DESIGN CRITERIA/ ENGINEERING		
	Correct design criteria used (snow, wind, soil, etc.)	
	Structural engineering required due to complexity.(If Applicable)	
	Lateral engineering if required, not prescriptive.	
	Engineered plans stamped by engineer. (If	
	Engineering calculations stamped. (If Applicable)	

FOUNDATION PLAN		
	Dimensioned footings and foundation plan view	
	Crawlspace ventilation amount required, size and	
	Independent footings and pier locations, size, spacing, rebar, and connectors	
	Retaining walls location and height and engineering if required	
FLOOR PLAN		
	All rooms labeled with use. Including unheated, unfinished areas	
	Plumbing and mechanical fixtures locations and	
	Window and door sizes labeled; identify egress windows and safety glazing	
	Smoke detector and carbon monoxide location	
	Garage fire separation; walls, ceiling and door(s)	
	Summary of square footage for each floor/use; include decks, porches, garage, basement, storage,	

FLOOR FRAMING PLAN(S)		
	Floor joist size, spacing, span, grade, species.	
	I-Joist layout sheet and individual joist and beam design reports.	
	Supporting beam and header size, spacing, span, grade, species.	
	Deck framing, deck ledger, displacement connection detail to house, post restraint detail.	
	Hardware, connections, hangers, post base and	
	Crawlspace access size and location.	
	Blocking for point loads, bearing walls,	
CROSS SECTION		
	Footing and foundation dimensions, rebar, depth below grade, wall heights for sloped sites	
	Sill plate material, galvanized nails for pressure treated wood	
	Anchor bolt sizing and space	
	Stud size, spacing, grade, species	
	Wall height, interior and exterior wall coverings	
	Insulation type and R-value all required locations	
LATERAL WALL BRACING		
	Shearwall locations identified.	
	Shearwall schedule and construction details	
ROOF FRAMING		
	Truss engineering layout and individual truss	
	Rafter size, spacing, grade, species, connections	
	Ceiling joists and collar ties	
	Beam and header size, grade, species, connections	
	Roof sheathing thickness and span rating	
	Roof venting amount, size, quantity, location	
	Roofing material, ice dam protection, roof	
ELEVATION PLAN(S)		
	Front, rear, sides	
	Siding, veneer and roof materials	
	Final grade all sides	
	Roof pitch	
DETAILS AND OTHER REQUIRED PLAN(S)		
	Stairways (rise, run, handrail height, clearances).	
	Fireplace construction detail(s).	
	Chimney chase construction detail(s).	

	Stone veneer attachment detail(s).	
	Structural Insulated Panel (SIP) engineering plan(s).	

REQUIRED PRIOR TO PERMIT ISSUANCE		
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	Public Works Access Permit approval.	
	Water/Sewer Approval Issued for Designs etc.	

Contractor Registration

1. The State Contractors Registration Act (RCW Chapter 18.27) requires all persons doing any work as a Contractor to obtain a Certificate of Registration from the Washington State department of Labor and Industries.
2. An owner can personally perform the proposed construction or can contract to have the work performed by a Registered Contractor.
3. An owner, if not a registered contractor, can construct improvements on his or her own property provided it is done WITHOUT the intention of selling the improved property.
4. It is unlawful to do any work as a Contractor without a Certificate of Registration. Violation of these requirements is a misdemeanor.

Deposit/ Fees

Deposits are required for every application and are as follows:

• New Residence	\$600.00
• New Commercial	\$600.00
• Modular Homes, Accessory Structures	\$200.00
• Residential Alteration/Addition	\$100.00
• Accessory Alteration/Addition	\$100.00
• All Others	\$100.00
• Preliminary Site Analysis	\$ 50.00

The balance of permit fees is payable at the time of permit issuance. Approved plans will not be held for more than 180 days from the date plans are stamped approved. Plans held over 180 days will expire and the balance of plan review fees must be paid. ***All Deposits are Non-Refundable.***

Construction Drawings

The construction drawings are detailed drawings of the structure you are planning to build. They include both the architectural and structural components. The drawings must be complete and accurate. Two sets are required at the time of application submittal. These working drawings are used to provide detailed information on how you plan to construct your project.

Note: Mail order plans may not meet City of Roslyn codes or climatic requirements. These plans should be reviewed by someone familiar with City of Roslyn requirements and prepare modifications before applying for a building permit. You may find it necessary to seek a professional architect, designer or engineer.

Engineering

Professional Preparation of Plans: City of Roslyn shall require a Washington State licensed design professional, licensed under the provisions of RCW 18.08, WAC 308-12 (for Architects) or RCW 18.43 (for Engineers) to stamp, prepare or oversee the preparation of plans and calculations for buildings or structures when ANY of the following criteria are met but is not limited to the following:

- a. A building of any occupancy over 4,000 square feet.
Exception: residential buildings that do not contain more than 4 dwelling units; farm buildings of any size associated with commercial agriculture; buildings such as garages, sheds, barn or shelters for animals and machinery that are used in connection with or auxiliary to farm buildings, or in connection with or accessory to residential buildings of four dwelling units or less.
- b. Buildings containing five or more residential dwelling units.
Exception: buildings less than 4000 square feet.
- c. All log and timber frame structures and log and timber frame structural components. This includes any log or beam style trusses used in stick framed buildings.

Plans submitted that have been engineered by a licensed architect or engineer must have the engineering **on the plans**. This can be accomplished two ways.

1. The architect or engineer stamps all structural plans and calculations; OR
2. The calculations are prepared and stamped by the architect or engineer. The structural plans have been reviewed by the architect or engineer and he or she supplies a stamped letter stating that all engineering within the calculations are detailed on the plans.

It is highly recommended to call our department prior to starting the engineering for all design criteria.

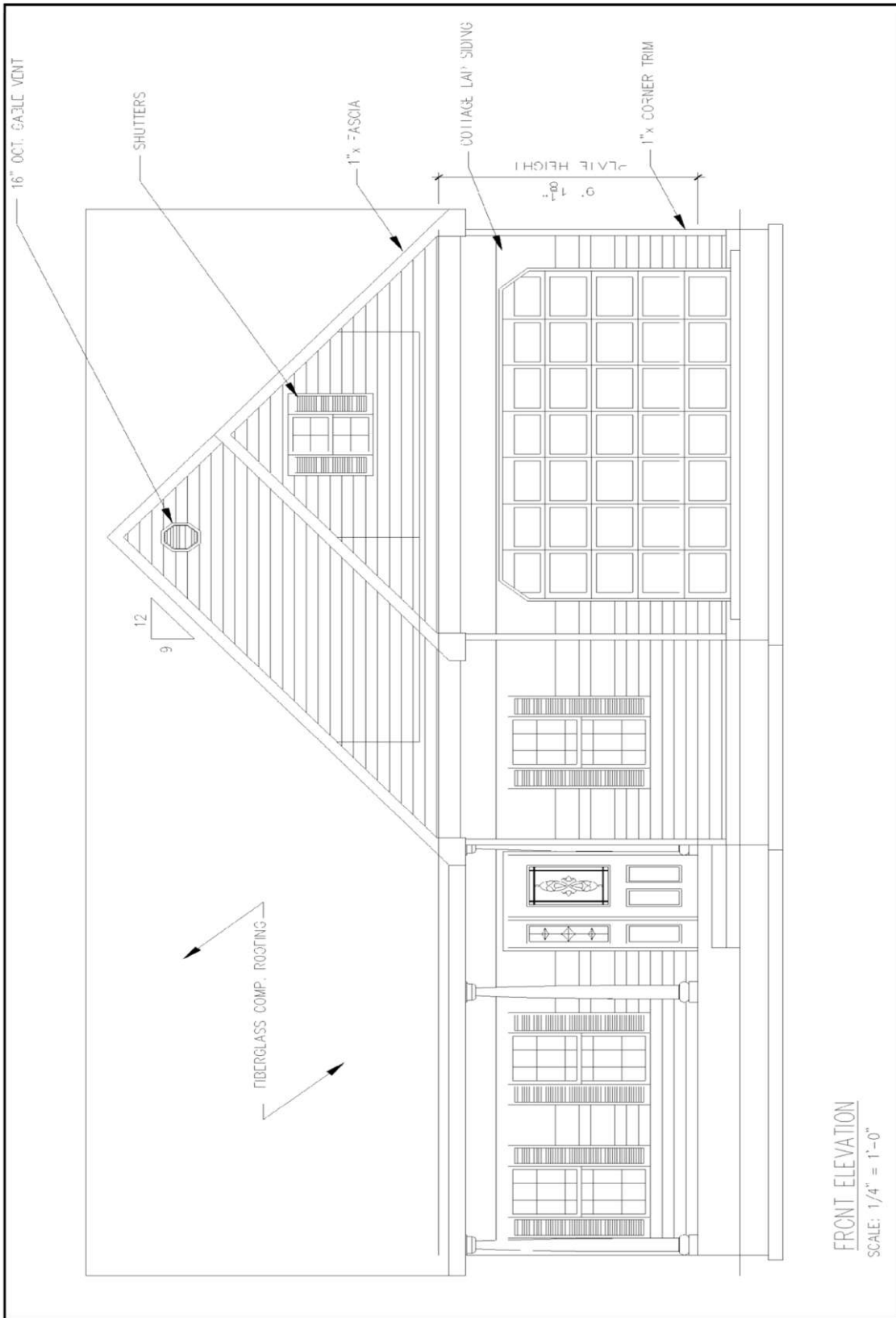
SITE PLAN REQUIREMENTS

The site plan or plot plan is a graphical presentation of an entire lot as seen from an aerial view. This site plan will be used by City of Roslyn to check setbacks and critical areas; used by the department of Public Works to grant access and issue addresses and; used by the Environmental Health Department for septic permits in some cases.

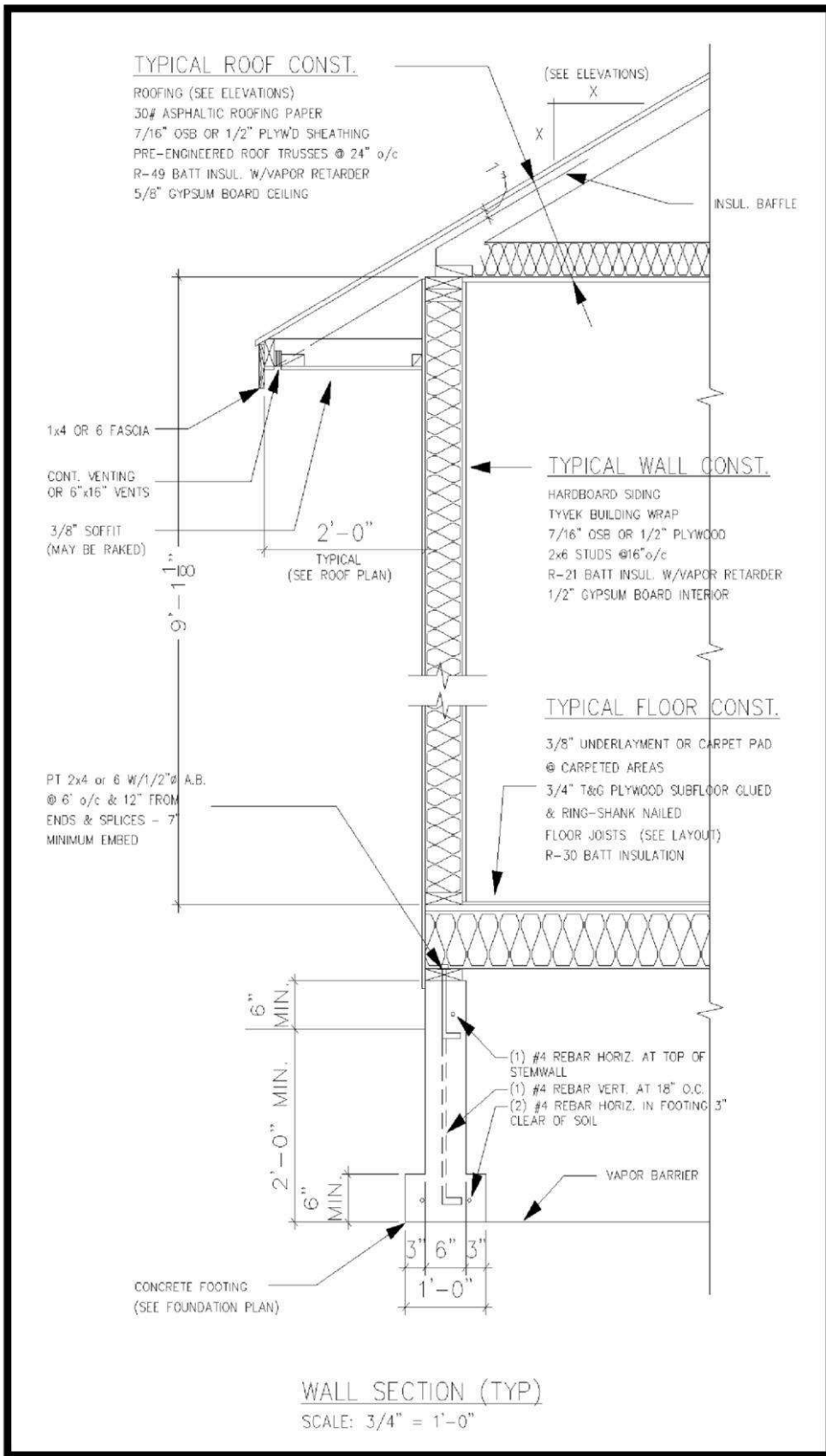
The Following List Identifies the Graphical Notes and Text Required on the Site Plan:

- **Scale** - Scale is required. Minimum scale 1" = 100'. The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at 1" = 20' scale.
- **Proposed and/or Existing Structure(s) and/or Tank(s) with Dimensions** - Show all existing and proposed buildings, structures, uses and distances to property lines, and other buildings and easements. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and underground tanks. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- **Lot Lines, Setbacks, and Easements with Dimensions** - Show all property lines, building setback lines, applicable plat or short plat restrictions and easements. Documentation of easements(s) may be required.
- **Surface Water** - (Ponds, Streams, Irrigation Laterals, Canals, Ditches, Wetlands, Rivers, Creeks, Ravines, Springs, Lakes, Bogs, Areas of Saturated Ground, Flood Hazard Areas/Boundaries, Erosions Hazard Areas, and Coal Mines) should be indicated on the site plan. Show the name of the body of water (if applicable). Show distances to abutting structures.
- **Location of Existing and/or Proposed Access Point(s)** - This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Please mark location of approach with stakes and ribbon. For questions on access contact the Department of Public Works.
- **North Arrow**
- **Septic / Reserve Areas and Well Location** - Show setbacks with respect to the location of the septic tank, drain field and reserve area. These must be identical to the location approved by the Environmental Health Department. Show well location and any encroachments within the well protection area. For questions on septic and well requirements and restrictions contact the Kittitas County Environmental Health Department at (509) 962-7052.
- **Natural Features (Slopes, Gullies, Etc.)** - If any portion of the site slopes at more than 15%, show topographic contours. Maximum contour intervals equal five feet. Note: These elevations can be approximated unless a proposed property is in a flood hazard area; if so, contact the City Clerk for further requirements.
- **Adjacent Address** – Show and/or describe the approximate distance and address of the nearest addressed driveway. This may be shown graphically or described on the site plan.
- **Nearest Cross Street** – Show and/or describe the approximate distance to the nearest cross street. This may be shown graphically or described on the site plan.

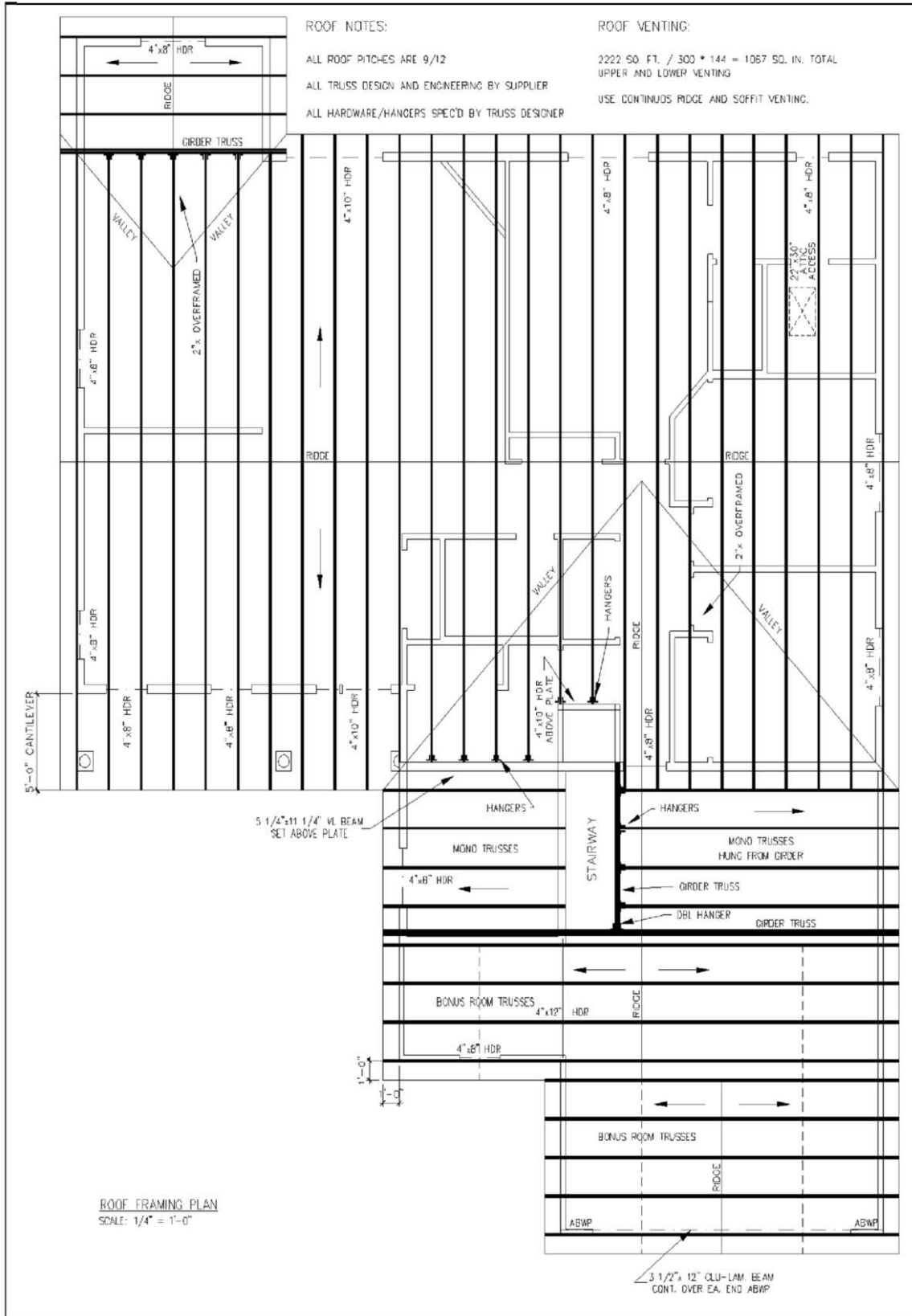
ELEVATION PLAN



CROSS SECTION PLAN



ROOF FRAMING PLAN



ROOF FRAMING PLAN
SCALE: 1/4" = 1'-0"

What happens after I submit?

