



**KITITAS COUNTY**  
**COMMUNITY DEVELOPMENT SERVICES**  
 411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926  
 PHONE (509) 962-7506 ■ FAX (509) 962-7682

**R-002**  
**BULLETIN**

***Residential Submittal Checklist***  
*Single Family Dwelling/ Duplex/ Townhouse*  
 FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITITAS.WA.US/CDS](http://WWW.CO.KITITAS.WA.US/CDS)

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

**THIS IS NOT A REVIEW:** This checklist is used to assure that your permit application includes at least the minimum information needed to complete the plan review and issue a permit. **YOUR APPLICATION WILL NOT BE ACCEPTED FOR SUBMITTAL UNTIL ALL OF THE APPLICABLE ITEMS ARE INCLUDED.** The information required is listed below. Two (2) complete sets of drawings, engineering and other documents are required.

**TO BE COMPLETED BY PERMIT APPLICANT**

Required Submittal Items			Intake Staff Comments	Staff Intake Verification
	YES	N/A		
1.	<input type="checkbox"/>	<input type="checkbox"/>	Application Completed and Signed	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (See the "unified site plan requirements" handout)	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	Zoning Decisions, Flood Permit, Variances, etc. that may apply	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (one for each floor level)	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	Floor Framing Plan (one for each level)	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	I-Joist Layout (one for each level)	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	Typical Cross Section (from roof to fnd.)	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	Roof/Ceiling Framing Plan	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	Roof Truss Layout and Truss Sheets	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	Elevation Plans (each side of structure)	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	Energy & Ventilation Compliance Forms	<input type="checkbox"/>
13.	<input type="checkbox"/>	<input type="checkbox"/>	Water Availability Form (from EH)	<input type="checkbox"/>

**By signing this form you are certifying that the above information is attached and accurate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TO BE COMPLETED BY PERMIT TECHNICIAN

<b>For Official Use</b>	<b>Permit #:</b>		<b>Date:</b>	
	<b>Permit Technician:</b>			
	<b>Map #:</b>			

Information Provided?			Required Information	Permit Technician Comments
YES	NO	N/A		
<b>PLAN REQUIREMENTS</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans drawn to ¼" scale on minimum 11" x 17" paper.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of plans and all other required information.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan drawings and text is legible on substantial paper.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<b>REQUIRED ADMINISTRATION ITEMS</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Environmental Health Water Availability Form.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locator Map provided.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Urban Wildland Interface Review by Fire Marshal.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood permit and Pre-Application meeting completed.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreement for Special Inspections.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning issues completed such as variance, CUP, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No outstanding Code Enforcement issues.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<b>SITE PLAN</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawn to scale. With all lot lines and setbacks shown.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All new and existing buildings shown and dimensioned.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surface water, wetlands, irrigation shown.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, address, access driveway(s), main road.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic and well location with setbacks.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slopes with topographical contours.	
<b>DESIGN CRITERIA/ ENGINEERING</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correct design criteria used (snow, wind, soil, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural engineering required above 70 psf Pg.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural engineering required due to complexity.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lateral engineering only required not prescriptive.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineered plans stamped by engineer.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations stamped.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical engineering for steep slopes.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	

<b>FLOOR PLAN(S)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All rooms labeled with use. Including unheated, unfinished areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing and mechanical fixtures locations and labeled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window and door sizes labeled; identify egress windows and safety glazing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke detector locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage fire separation; walls, ceiling and door(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summary of square footage for each floor/use; include decks, porches, garage, basement, storage, attic areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<b>FOUNDATION PLAN</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned footings and foundation plan view.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All wall heights identified and details for each wall.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls location and height and engineering if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Independent footings and pier location, size, spacing, rebar and connectors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawlspace ventilation amount required, size and location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawlspace access size and location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All anchor bolts, connectors, hardware, holdowns, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<b>FLOOR FRAMING PLAN(S)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor joist size, spacing, span, grade, species.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I-Joist layout sheet and individual joist and beam design reports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supporting beam and header size, spacing, span, grade, species.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deck framing, deck ledger, displacement connection detail to house, post restraint detail.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hardware, connections, hangers, post base and cap.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawlspace access size and location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blocking for point loads, bearing walls, shearwalls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Framing details for complex construction methods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<b>ROOF/CEILING FRAMING PLAN(S)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rafter size, space, spacing, grade, species.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truss engineering layout and individual truss sheets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling joists and collar ties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beam and header size, grade, species.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supporting posts and blocking to foundation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hardware, connections, hangers, post base and cap.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof sheathing thickness and span rating.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overframing detail, vertical posting, etc.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gable end overhang lookout framing detail, knee brace, or other framing method.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof venting amount required, size, quantity, location.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<b>LATERAL WALL BRACING</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shearwall locations identified.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shearwall schedule included.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shearwall construction details.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<b>CROSS SECTION THROUGH BUILDING FROM FOUNDATION TO ROOF</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Footing and foundation dimensions, rebar, depth below grade.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sill plate material, galvanized nails for P.T. wood.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anchor bolt sizing and spacing.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stud size, spacing, grade, species.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall height, interior and exterior wall coverings.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blocking and wind uplift connectors.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roofing material, ice dam protection, roof sheathing.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vapor barrier type wall and crawlspace.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insulation type and R-value all required locations.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical header, floor framing, roof framing, beams, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<b>ELEVATION PLAN(S)</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front, rear, sides.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Siding, veneer, roof coverings,	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final grade all sides.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof pitch.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<b>DETAILS AND OTHER REQUIRED PLAN(S)</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed WSEC and WSVIAQ compliance form.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairways (rise, run, handrail height, clearances).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fireplace construction detail(s).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chimney chase construction detail(s).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stone veneer attachment detail(s).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Insulated Panel (SIP) engineering plan(s).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timber frame shop drawing(s) engineering and approval.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	

GENERAL NOTES/ CODE NOTES			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable codes listed on plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade and species of lumber to be used.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete specifications for "severe weathering".
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General notes, nailing tables, connectors, misc. info.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
REQUIRED PRIOR TO PERMIT ISSUANCE			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection Agreement completed and signed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Works Access Permit approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic Permit issued.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: