

Residential Submittal Checklist
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**TO BE COMPLETED BY PERMIT TECHNICIAN**

Permit #: \_\_\_\_\_ Map/Parcel #: \_\_\_\_\_

**TWO SETS OF ALL DOCUMENTS ARE REQUIRED FOR SUBMITTAL**

	REQUIRED SUBMITTAL ITEMS	COMMENTS
<input type="checkbox"/>	Application Completed and Signed	
<input type="checkbox"/>	Finalized Preliminary Site Analysis (PSA)	
<input type="checkbox"/>	Scaled Site Plan with all critical areas/lot lines/setbacks/existing buildings/North arrow/driveway/septic tank/septic drain field/well (Flood Permit/Variance/CUP if necessary)	
<input type="checkbox"/>	Geotechnical Report for steep slopes 33% and greater	
<input type="checkbox"/>	Signed Water Availability	
<input type="checkbox"/>	Foundation Plan	
<input type="checkbox"/>	Floor Plan (for each floor level)	
<input type="checkbox"/>	Floor Framing Plan (for each floor level)	
<input type="checkbox"/>	I-Joist Layout (for each floor level)	
<input type="checkbox"/>	Cross Section (from roof to foundation)	
<input type="checkbox"/>	Roof Framing Plan	
<input type="checkbox"/>	Truss Layout and Individual Truss Sheets	
<input type="checkbox"/>	Elevation Plan (for each side of structure)	
<input type="checkbox"/>	Energy & Ventilation Compliance Forms <a href="http://www.energy.wsu.edu/buildingefficiency/energycode.aspx">www.energy.wsu.edu/buildingefficiency/energycode.aspx</a>	
<input type="checkbox"/>	Engineer stamped plans and calculations above 70 psf pg/Drawn on a minimum 11X17 paper and 1/4" scale	
<input type="checkbox"/>	Current Building Code listed on plans	
<input type="checkbox"/>	Design Criteria Worksheet	