



## RESIDENTIAL CHECKLIST

### Submittal Requirements

New                       Addition                       Addition with remodel

- One** copy of a completed permit application form, including plumbing or mechanical fixtures, if applicable.
- Two** copies of the construction drawings *including site and tree retention plans*; assembled and stapled into complete sets.
- Three** additional copies of the site plan.
- Two** additional copies of the tree retention/replacement plan. Contact a Development Specialist (253-835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com)) with any questions.
- Two** copies of the drainage and erosion control plan. This requirement is waived if the property was subdivided **AFTER** 2001.
- Two** copies of the completed, current *Washington State Energy Code* compliance form.
- Check, cash, or Visa/MasterCard for applicable fees.
- WATER:**
  - Two** copies of the water availability certificate, if project is a new residence.
  - Two** copies of fire flow calculations (obtainable on a water availability certificate) for additions to structures that are, or will be, 3600 square feet or larger.
- SEWER:**
  - One** copy of the sewer availability certificate, if project is a new residence; OR
  - One** copy of the septic approval packet by the King County Health Department.

For projects near or containing **critical areas**, additional and/or separate requirements may apply.

## MINIMUM DRAWING REQUIREMENTS

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and each drawing therein should be labeled.
- Construction drawings must be drawn to scale ( $\frac{1}{4}'' = 1'$  minimum), dimensioned, and labeled.
- Site plans must be drawn to scale ( $1'' = 20'$  minimum), dimensioned, and labeled.
- Drainage and erosion control plans must be drawn to scale ( $1'' = 20'$  minimum), dimensioned, and labeled.
- Minimum** plan sheet size is 11" x 17"; **maximum** plan sheet size is 30" x 42".
- Plans shall be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means will not be accepted for plan review.
- Drawings and construction documents prepared by a Washington State design professional are required to be **stamped** and **signed** by the preparer. The stamp date must be less than one year old.
- Please use the following to prepare the site plan, drainage and erosion control plan, and the construction drawings.

### Site Plan Shall Include

Req'd	Sub	SITE PLAN
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow.</li> <li><input type="checkbox"/> Show access to lot from public right-of-way.</li> <li><input type="checkbox"/> Include any easements including required setbacks or restrictions.</li> <li><input type="checkbox"/> Show the size, location, setbacks, and use of <i>existing</i> buildings, including their setbacks from property lines and each other.</li> <li><input type="checkbox"/> Show the size, location, setbacks, and use of <i>new</i> buildings and additions, including their setbacks from property lines and each other.</li> <li><input type="checkbox"/> Show any existing structures to be demolished or removed.</li> <li><input type="checkbox"/> Show existing and proposed site topography in two-foot contours.</li> <li><input type="checkbox"/> Indicate finished floor elevations and provide elevation readings at each structure corner.</li> <li><input type="checkbox"/> Show the location of utilities (water, septic, gas, etc.) and their connection to buildings or additions.</li> <li><input type="checkbox"/> Show adjacent right(s)-of-way and street name(s).</li> <li><input type="checkbox"/> Provide a list of existing impervious areas in square feet, including structures, concrete, gravel, etc.</li> <li><input type="checkbox"/> Indicate total lot size in square feet.</li> <li><input type="checkbox"/> Provide a list of the new impervious area in square feet.</li> <li><input type="checkbox"/> Show the width of driveway and describe paving materials, including setback from property lines.</li> <li><input type="checkbox"/> Show location of proposed and existing rockeries and/or retaining walls; indicate height of walls and proposed materials.</li> <li><input type="checkbox"/> Show how the required number of tree units will be achieved through retention or replanting.</li> <li><input type="checkbox"/> Provide Washington State/City of Federal Way Shoreline Designation, if applicable:</li> <li><input type="checkbox"/> Delineate any slopes greater than 40 percent grade on or within 25 feet of the site; identify any erosion or landslide hazard areas, NGPEs, and easements with their setbacks.</li> <li><input type="checkbox"/> Show all streams, wetlands, lakes, or other surface water features, including any required buffer widths, located on or within 200 feet of the site.</li> <li><input type="checkbox"/> Show the setback lengths to a well or septic system component, if applicable.</li> </ul>

## Drainage and Erosion Control Plan Shall Include

(Not required for plats recorded after 2001)

Req'd	Sub	DRAINAGE AND EROSION CONTROL PLAN
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow.</li> <li><input type="checkbox"/> Show the size, location, setbacks, and use of <i>existing</i> buildings.</li> <li><input type="checkbox"/> Show the size, location, setbacks, and use of <i>new</i> buildings and additions.</li> <li><input type="checkbox"/> Show existing and proposed site topography in two-foot contours.</li> <li><input type="checkbox"/> Show the location of utilities (water, septic, gas, etc.) and their connection to buildings or additions.</li> <li><input type="checkbox"/> Show adjacent right(s)-of-way, width, and street name(s).</li> <li><input type="checkbox"/> Provide a list of existing impervious area(s) in square feet, including structures, concrete, gravel, etc.</li> <li><input type="checkbox"/> Indicate total lot size in square feet.</li> <li><input type="checkbox"/> Provide the new impervious area in square feet.</li> <li><input type="checkbox"/> Show existing street improvements (sidewalk, curb, gutter, edge of roadway, curb-cuts for driveways, etc.) along the property frontage(s).</li> <li><input type="checkbox"/> Show proposed Temporary Erosion and Sedimentation Control (TESC) measures. (Best Management Practices shall apply.)</li> <li><input type="checkbox"/> Use directional arrows to show surface drainage.</li> <li><input type="checkbox"/> Show grading and clearing limits; indicate approximate cut and fill quantities of site earthwork.</li> <li><input type="checkbox"/> Provide a surface water drainage plan in accordance with the <i>King County Surface Water Design Manual (KCSWDM)</i>.</li> <li><input type="checkbox"/> Show proposed flow control method for roof, driveway, and any other proposed impervious surface.</li> <li><input type="checkbox"/> Show the location of structures on adjacent properties.</li> <li><input type="checkbox"/> Show location of all existing and proposed drainage easements and drainage facilities (catchbasins, ditches, swales, culvert, detention ponds, etc.), if applicable, on or adjacent to the property.</li> </ul>

## Construction Drawings Shall Include

Req'd	Sub	FOUNDATION PLAN (design must be based on 2000 psf, unless otherwise specified)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow.</li> <li><input type="checkbox"/> Outline of perimeter foundation, concrete slabs, patios, etc., with dimensions.</li> <li><input type="checkbox"/> Location and size of exterior and interior bearing footings/foundations. Specify pier sizes and show thickened footings where posts are supported on exterior footing.</li> <li><input type="checkbox"/> Specify the size and spacing of required reinforcing steel.</li> <li><input type="checkbox"/> Walls supporting more than four feet of unbalanced backfill that do not have permanent lateral support at the top and bottom shall be designed by a Washington State licensed professional.</li> <li><input type="checkbox"/> Specify thickness of concrete cover over rebar. Specify at least a 3.5" (89 mm) thickness for concrete floor slabs on grade.</li> <li><input type="checkbox"/> Show the location, size, embedment, and spacing of anchor bolts and hold-downs.</li> <li><input type="checkbox"/> Show the location of the under floor ventilation.</li> <li><input type="checkbox"/> Fills over four feet in height (measured from the bottom of the footing to the top of the wall) require engineering. All drawing pages and calculations must be stamped and signed by a Washington State engineer.</li> </ul>
Req'd	Sub	FLOOR PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Specify project square footage and room dimensions.</li> <li><input type="checkbox"/> Specify proposed use of all rooms and spaces, i.e., bedroom, bathroom, closet, pantry, etc.</li> <li><input type="checkbox"/> Show window and door locations and sizes.</li> <li><input type="checkbox"/> Location of plumbing, heating, and mechanical fixtures and equipment.</li> <li><input type="checkbox"/> Show location of crawl space access.</li> <li><input type="checkbox"/> Show location of attic access.</li> </ul>

Req'd	Sub	FRAMING PLANS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Specify the size, species, grade, spacing, and span of all framing members for each floor level. <input type="checkbox"/> Provide the header sizes over openings. <input type="checkbox"/> Show beam locations, materials, spacing, and sizes. Show posts under beams. <input type="checkbox"/> Show floor joist sizes, directions of run, spans, and spacing. <input type="checkbox"/> Show ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans, and spacing. <input type="checkbox"/> Clearly show bearing walls and provide nailing schedule(s). <b>All braced wall panels must be clearly indicated on the plans.</b> <input type="checkbox"/> Show posts under all beams and specify the size, grade, species, and height. <input type="checkbox"/> Show all connections that resist seismic forces. Specify the brand and model numbers of all hold-downs and connectors. <input type="checkbox"/> Indicate location of all braced wall panels on the plans. Designs that do not meet prescriptive requirements must be designed and stamped by a Washington State Registered Professional Engineer. Engineer's calculations are required on the specifications and drawing pages.
Req'd	Sub	ELEVATIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide a directional label for each elevation (north/south/east/west) <input type="checkbox"/> Specify the height above finish grade to: A) Finished floor; B) Top plate/ceiling; and C) Highest point of the structure. <input type="checkbox"/> Show existing and finished grade lines. <input type="checkbox"/> Show height of structure from Average Building Elevation (ABE) to midpoint of highest pitched roof; indicate how the ABE was calculated. <input type="checkbox"/> Specify all finished materials to be utilized. <input type="checkbox"/> Show all doors and windows; distinguishing between openable and fixed.
Req'd	Sub	BUILDING CROSS SECTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide complete foundation sections and details that show the minimum foundation sizes. Show backfill to top of interior footings. <input type="checkbox"/> Specify mudsill material (cedar or pressure treated). <input type="checkbox"/> Detail positive connection between posts and beams to ensure against uplift and lateral displacement. <input type="checkbox"/> Wood joists closer than 18" (457 mm), or wood girders closer than 12" (305 mm) to grade shall be shown as an approved wood of natural resistance to decay or treated wood. <input type="checkbox"/> Show components of wall construction including exterior and interior wall finishes and specify insulation R-value. <input type="checkbox"/> Show ceiling construction (size and spacing of joists) and R-value of insulation. <input type="checkbox"/> Show the roof structure, including size and spacing of joists, rafters or pre-manufactured truss spacing, R-value of insulation, and insulation baffles. <input type="checkbox"/> Detail roof construction, including sheathing, underlayment, and roofing material. <input type="checkbox"/> Provide a full height section through stairways. Show riser and tread framing materials; riser height; tread width; handrail and guard height above tread nosing; and clearance to ceiling above the stairs measured from a line drawn at and parallel to tread nosing.
Req'd	Sub	GENERAL NOTES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hard-wired smoke detectors shall be shown on each floor, including basements, in each sleeping room, and at a point centrally located in the corridor or area giving access to each separate sleeping area. <input type="checkbox"/> Carbon monoxide detectors shall be located in the immediate vicinity of each sleeping room and on each floor of the home. <input type="checkbox"/> Show compliance with the ventilation requirements for the attic space. <input type="checkbox"/> Show compliance with the ventilation requirements of IMC 1507, as amended by the state.