

RESIDENTIAL ACCESSORY STRUCTURE SUBMITTAL CHECKLIST

This submittal checklist is applicable to accessory structures with no habitable & non-heated area, such as: a garage/carport, shed (single-story with more than 200 square feet of floor area) & awnings.

Plan review is **REQUIRED**

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please refer to the [Work Exempt from Permit](#) list for applicable items

Submittal Requirements

Site Plan

- Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view indicating:
- Title block indicating name, address, phone number of applicant and owner, and property (site) address
- Tax ID Number, Legal Description, Site Address, and North Arrow
- Existing and proposed streets surrounding the property
- Location of existing and/or proposed easements
- All present improvements on property
- Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater)
- If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)
- Distance between any other building, structure, property line or vegetation and the tank
- Footing and roof drains are required:
 - Show the location of the proposed footing drain and roof drain
 - The footing and roof drains must run separately until the point of connection to the storm disposal system
 - A cleanout is required at the point of connection
- Elevation of main finish floor
- Existing and proposed on-site sewer, water, and storm drain lines
- Square footage of site, building coverage area, & impervious surface area

Construction Plan (drawn to scale, 1/8" equals one foot, minimum)

- Foundation Plan with reinforcing details & dimensions
- Building Elevations for the new structure

Construction Plan (continued)

- Wall assembly detail and its location
- Beam, header, girders, and post sizes and connection details
- Direction, size, and spacing of ceiling framing members
- Building section showing details of footings and roof

Pre-engineered structure Plans & Calculations (if applicable)

- Prepared and stamped by WA state-licensed architects or professional engineers