

SINGLE-FAMILY RESIDENCE AND DUPLEX SUBMITTAL CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system

- A separate application is required if an Adult Family Home is proposed:
 - Submit WABO inspections requirements ([WAC 51-51-3030](#))
 - Floor Plan for Adult Family Home Required
 - A business license must be applied for, approved, and obtained prior to opening
- Plans/calculations/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional for buildings that are larger than 4,000 sq. ft.
- This Checklist is a general guide - completeness review will not check for code compliance

Plan review is **REQUIRED** for the following projects

- New single-family residences and duplexes and less than 3-story tall structures (except where indoor equipment is replaced in-kind). Also required for improvements that change the footprint and exterior of existing building structures.

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

Supporting Documents As Applicable

- Structural Calculations
- Geotechnical Engineering Report
- Special Inspection & Testing Agreement Form - completed and signed [Summary Statement of Special Inspections](#) by owner and design professional
- [Flood Elevation Certificate](#) – if the project lies within the 100-year floodplain
- SPCC – Spill Prevention, Control, and Countermeasure Plan - required when a project uses equipment with any hazardous materials (e.g., hydraulic fluid, diesel fuel, gasoline, oils, etc.)
Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)
- SWPPP – Stormwater Pollution Prevention Plan - required for 7,000 square feet or more of land disturbing activity or 2,000 new and/or replaced hard surface area
Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)
- Manufacturer's Specifications/Cut Sheet - Product Data sheets, Manufacturer's equipment installation Instructions and Specifications

- Provide manufacturer's specification sheets for all heating and cooling appliances to be installed.
- Submit Furnace sizing calculations by a qualified & certified installer

Other Agency Permits as requires

- Beverage or food service requires a menu at application submittal and Snohomish Health District approval prior to permit issuance
- Notification of [Demolition](#) from [Northwest Clean Air Agency](#) (360-428-1617).
 - Please provide proper notice (up to 10 days advance notice may be required) and obtain approval from NWCAA prior to commencing demolitions and/or asbestos projects. Please submit the approved NWCAA application form
- New or removal of Electric meters
Please call Puget Sound Energy for applicable permits at 888-321-7779
- New or removal of Gas meter
 - Please call Puget Sound Energy for applicable permits at 888-321-7779

Plan Set – architectural and structural sets required at the time of permit submittal

Cover Sheet & General Project Information

- Name of the project
- Name, address, and contact information of property owner(s), developer, and consultants
- List of Drawings (sheet title and drawing number)
- Sheet size: 24"x36" is recommended
- Scale: Architectural plans (1/4"=1'-0" unless impractical) & Site (civil) drawings (1"=10' or 1" = 20')
- Abbreviations, symbols, Legend & North Arrow
- General project description
- [Snohomish County Assessor's](#) Parcel number and Legal description
- Site area in square feet and acres
- Zoning information

Code Summary

All current applicable [codes & structural design criteria](#)

- Site data summary (include required/allowed and proposed)
 - Number of bedrooms and number of stories
 - Gross area of proposed structure(s), deck & garage/carport
 - Type of Construction
 - Total coverage of impervious surface, area, and percentage
 - Required building setbacks

Site Plan

- Name of the project
- Name, address, and contact information of property owner(s), developer, and consultants
- Graphic engineering scale (1" = 20' minimum)
- Legend and Symbols (Including North Arrow)
- Site arrival points/driveways (Show site arrival points from the Public Way on the project site plan.)
- Property Lines
 - Clearly show property lines with dimensions on the plans, including all new and existing buildings and structures outlines and exterior improvements. Show building set-backs, property lines, and easements.
- Existing and proposed utility, open space, drainage, access easements, and accurate dimensions.
- Grading Elevation contours (2-foot interval)
- Indicate Landscaping, walls, rockeries, fences, or trellises, and other site elements, proposed and existing as required by land use review or Zoning code for project, and erosion control plan (if any ground disturbance). Indicate any water ways and wetlands areas on property
- Flood hazard areas, floodways, and design flood elevations as applicable for the parcels associated with the scope of work and work area.

WSEC (Washington State Energy Code) Compliance Forms for Residential Buildings

- [Heating System Sizing Worksheet](#)
 - Ensure Heating System Type is selected correctly
 - Select Lynnwood for Design Temperature
 - Ensure Building Areas are correct and match plan set
 - Ensure all selected U-Factors and R-Values match selected energy credits
- [Glazing Schedule](#)
 - Ensure all windows, exterior doors, and skylights are included on window schedule
 - Include completed description and/or references column to reference locations on plan set
 - Ensure U-factor and glazing sizes are correct per selected energy credits and plan set
- [Single-Family Prescriptive Worksheet](#)
 - Ensure enough credits are selected to fulfill the required energy credits per page 2
 - Ensure selected energy credits are shown on plan per WSEC 51-51 table R406.3
 - Ensure all selected credits can be used together
 - Only submit pages 1-3

Architectural Floor Plans

- Area of each floor including stairs, corridors, hallways, restrooms, covered decks, porches, garages, and carports
- Floor layout labeling use and dimensions of all rooms
- Fixed equipment and fixtures, and cabinets and counters

- Locate and dimension new, removed or replaced walls, windows, doors, and skylights
- Locations of smoke detectors, CO alarms, heat detectors, fans, vents, water heater, heating unit, bathroom/plumbing fixtures, mechanical equipment, etc.
- Show and label spaces integral with foundation (i.e.: basement, garage, storage areas)
- Clearly label and identify the fire separation walls/ceiling between garage and occupied spaces, including the self-closing door hardware
- All detail callouts must be accurately cross-referenced to the appropriate location on the plans

Foundation Plans

- Foundation Plan: Show shape of foundation, all dimensions and clearances; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system. Footings on or adjacent to slopes must comply with International Residential Code R403.1.7
- Show typical foundation and floor section with all materials labeled; show size and spacing of all members; all dimensions, wall thickness, reinforcing bar size and spacing, reinforcing bar
- Posts and Footings: Show location and size of beams, P.T. posts, interior footings, their dimensions and foundation connections
- Show location, size and calculations of all foundation vents and crawlspace access size and location.
- Show floor joist type, size, spacing, direction, support, connections, blocking, etc.
- Provide engineer Design for walls retaining more than 48 inches of unbalanced backfill
- Engineering analysis is required for non-prescriptive foundations.

Floor, Roof, and Deck Framing Plans

- Roof, Floor and Deck Joists: Show joist size, spacing, direction, support, connections, blocking, roof framing members' size and spacing
- Provide truss layout and design from manufacturer
- Show attic venting calculations, size of all vents, and show location of all vents on plan set. Provide details for unvented assemblies if applicable.
- Show all connection details, including post-beam, post-footing, collar tie, etc. NOTE: Roof collar tie details require engineered calculations to be submitted

Building Exterior Elevations

- Elevations of every side of the building, finished floor level for each floor, basement, mezzanine, parapet, proposed grades, maximum building height, and maximum site slope
- [Grade plane elevation](#) based on IRC requirements and note actual building height based off grade plane elevation
- Indicate exterior materials
- Roof Information:
 - Overhang dimensions
 - Chimney clearances
 - Pitch or minimum slope to drain

- Class of roofing material
 - Roof drainage, overflow, hips, valleys, gables, and ridges showing all roof slopes, including skylights, if any
 - Evaluate required and provided roof ventilation area (a min ventilation area)
 - Roof jacks and gable-end vents must be specifically shown in plan or elevation
 - Ridge and eave venting details including cross-ventilation requirement calculations
- Locate fire walls, draft stops, and roof access, if applicable
 - Window sill height above finished floor & label egress windows
 - Doors, windows, skylights, and any type of openable (trickle) vents in windows
 - Mechanical wall vent locations and dimensions to the openable window unit
 - Decks with height of guards and spacing of intermediate rails identified

Building Sections and Construction Details

- Typical wall, floor, and roof assemblies and ratings
 - Call out all material types and thickness
 - Provide complete wall, floor/ceiling, and roof tags that reference assembly types
 - Provide weatherproofing and flashing details
- Building section and proposed grades
- Provide Framing section: show floor, wall, and insulation and wall finish materials (Graphic Scale: 1"=1'0")
- Show header sizes for all openings in bearing walls and all openings exceeding 4'-0"
- Roof eave conditions, decks, guard connections, protection at overhangs, roof and floor drains
- Stair sections with details (Graphic Scale: 1"=1'0")
 - Show framing anchor connection of stringers to floor framing, rise, run, handrail height, and grasp dimension, head room height and landing size.
 - Provide a separate detail for exterior stairs

Structural Notes

- Design loads – LL, DL, SNOW, WIND, SEISMIC, SOIL
- Specifications for all materials (concrete, masonry, steel, wood, anchors)
- Minimum design concrete strength, concrete sack mix, and reinforcing bar grade
- Grade and species of all framing lumber
- Combination symbol (strength) of all GLU-LAM beams and design requirements for engineered lumber such as PSLs, LVLs, LSLs
- Refer to the geotechnical report by company, date, and number and summarize allowable design criteria and foundation requirements

- Specifically identify required geotechnical special inspections
- Indicate if structural observation is required

Structural Sections and Details

- Typical wall sections with all material
- Lateral engineering details

Specifically show complete load path through nailing for top plate, bottom plate, roof sheathing to wall, cantilevered floors, roof edge nailing, and interior shear walls

Include details of holdown connectors

All details must be referenced on plan at all typical locations

- Typical roof section with all materials labeled including all dimensions, connections, sheathing, type of roofing, and roof slope
- Typical foundation section with all materials labeled
Include dimensions, wall thickness, rebar size and spacing, rebar clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundations, slab thickness, drainage for foundation retaining walls
- Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

Lateral and Gravity Design

- Complete lateral design for controlling wind or seismic load
- Details showing roof perimeter, interior shear walls, cantilevered floors, offset shear walls and ceiling diaphragm-to-shear walls
- Registered Design Professional Stamp and Seal present on plan set
- Shear wall schedule, fasteners, connectors, hardware, and holdown locations
- All structural calculations for lateral and gravity design must include a key plan or similar way of identifying beams, headers, girder trusses and shear walls noted in the calculations with those indicated on the plans
- Plans submitted that do not identify and coordinate plans and calculations will be considered insufficient and not accepted for permit submittal