Before you submit your building or land use application:

DCD YOU

Critical Areas Review - If you suspect critical areas on your property you should speak with a planner.

Septic system installed or an application submitted prior to EH prior to submitting your building application.

Potable Water proven for building site - you will need to submit water forms with permit.

Submitted with a building permit application:

The permit technician is unable to complete the forms for you. If you have questions please call before submittal.

You must ensure that every item below is completed and ready at submittal. Check each item below as you complete it.

The permit tech will review at time of submittal, incomplete applications will be returned or delay processing.

DCD YOU

Permit Application, Supplemental Applications and Fees; 3 copies Completed and signed.

Each building permit requires a separate application, signed and dated by property owner.

Water Completed and signed permit application. Please submit 2 copies.

You must provide all information necessary to prove potable water prior to submitting your bldg permit. Well - must include well logs and lab analysis at the time of application. Public Water - have a completed & signed Water Availability Notification from water purveyor.

Septic Septic Permit Number

A septic permit application must be on file prior to submitting your building application.

O&M Form First page of Current O&M Inspection paperwork. Please submit 2 copies.

Site Plan We cannot accept a site plan larger than 11" x 17". Please submit 5 copies.

See Site Plan checklist to ensure your site plan is complete at time of application.

Floor Plan We cannot accept a floor plan larger than 11" x 17". Please submit 3 copies.

All rooms to be labeled on the site plan, show any, including garage, that are unheated.

If this is a remodel provide a before and after floor plan with all rooms labeled.

Building Plans Two sets of plans are required for Residential construction, three sets for commercial.

All building plans are required to be submitted with engineered structural calculations. Building plans are not required to have an engineered stamp.

Stormwater 2 copies of the stormwater calculation worksheet is required for all building applications.


Energy One complete Energy Code Calculation Worksheet. Forms and Information can be found at: http://www.energy.wsu.edu/buildingefficiency/energycode.aspx

Access Road Approach Permit Application. An approved access is required for all County roads if approach has not been previously approved.

Existing - Permit Number : OR

Private Road (no permit required); OR State Road (permit from WSDOT)

Address Address Application required for all construction projects, if no address is currently assigned.

Existing Address & Red fire sign showing your current address on site.

Manufactured Homes - require no plans at time of submittal. However at time of all inspections, the required set up manual must be on site with permit or no inspection will be performed, and a re-inspection fee assessed.
### Building Code Design Data and Criteria - IRC Table R301.2 (1)

<table>
<thead>
<tr>
<th>Roof snow load</th>
<th>Wind Speed sec Gust EAST/WEST</th>
<th>Decay</th>
<th>Flood Hazard</th>
<th>Seismic Design Category</th>
<th>Weathering</th>
<th>Frost Line Depth</th>
<th>Termite</th>
<th>Winter Design Temp</th>
<th>Ice Shield Underlayment Req’d</th>
<th>Air Freezing Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 lbs</td>
<td>110 mph / mph</td>
<td>130</td>
<td>Moderate/Severe</td>
<td>(a) 1980, (b) 1980</td>
<td>D2</td>
<td>Moderate</td>
<td>Slight to Moderate</td>
<td>12”</td>
<td>26 F</td>
<td>No</td>
</tr>
</tbody>
</table>

- 2012 International Residential Code (IRC), WAC 51-51-003
- 2012 Washington State Energy Code (WSEC), WAC 51-11R
- 2012 Uniform Plumbing Code (UPC), WAC 51-56
- 2012 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52-003

### Type of permits you are seeking for this project

The corresponding supplemental application and submittal checklist must be submitted at time of application.

#### Building

- Single Family (Stick built on site)
- Remodel/Addition/Repair (ex. Extend kitchen, den to bedroom, replace siding)
- Manufactured/Mobile Home
- Demolition Permit
- Modular (Built off site)
- Sign
- Garage/Shop/Carport
- Deck/Porch
- Attached / Detached
- Retaining Wall
- Additional Dwelling Unit (ADU)
- Covered
- Foundation Only
- Pool
- Change of Use
- Commercial *
- (ex. Retail to Industrial, residential to retail, etc.)
- Multi-family*
- Demolition Permit

#### Mechanical

- Propane
- Tank
- Lines
- Address
- ADR
- Heat Pump
- Rd Approach
- RAP
- Hot Water Heater
- Septic
- SEP
- Solar Panel
- On Roof
- On Ground
- Special Use (Essential Public Facilities) **
- Plenum
- Boundary Line Adjustment
- Stormwater Management
- Plat Vacation/Alteration **
- Temporary Use
- Boundary Line Adjustment
- Critical Areas Stewardship Plan**
- Lot or Road Segregation
- Shoreline Management Variance
- Boundary Line Adjustment
- Shoreline Conditional Use
- Short Plat **
- Site Plan Approval Advance Determination (SPAAD) *
- Long Plat **
- Jefferson County Shoreline Master Program Amendment
- Change of Use
- Shoreline Master Program Exemption/Permit Revisions **
- Conditional Use [C(a), C(d), or C] **
- Shoreline Management Substantial Development **
- Sign
- Variance (Minor, Major or Reasonable Economic Use)
- Tree Vegetation Request
- Discretionary “D” or Unnamed Use Classification
- Wireless Telecommunication *
- Planned Rural Residential Development (PRRD)/Amendments **
- Allowed “Yes” Use Consistency Analysis
- Comprehensive Plan/UDC/Land Use District Map Amendment
- Forest Practices Act/Relase of Six-Year Moratorium

* May require a Pre-Application Conference.
**Requires a Pre-Application Conference.