**SUBMITTAL CHECKLIST**

**RESIDENTIAL / COMMERCIAL BUILDING APPLICATION**

### 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:

An appointment must be made to submit 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.

<table>
<thead>
<tr>
<th><strong>DCD</strong></th>
<th><strong>YOU</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If possible, provide forms digitally, along with copies below, with a flash drive or emailed to <a href="mailto:dcd@co.jefferson.wa.us">dcd@co.jefferson.wa.us</a>.</td>
<td></td>
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</tbody>
</table>
| Permit Application, Supplemental Applications and Fees; Each building permit requires a separate application, signed and dated by property owner.  
Water Completed and signed permit application. 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 Current professional O&M Inspection.  
Site Plan We cannot accept a site plan larger than 11" x 17". 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". 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 and Commercial construction projects. All bldg plans are required to be built to IBC/IRC prescriptive code or engineering will be required. Plans drawn by an Engineer or Architect must be wet stamped by a professional currently licensed in the State of WA. Minimum scale 1/4"=1", minimum size 24"x36" and printed to scale.  
Stormwater 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.  
Address Address Application required for all construction projects, if no address is currently assigned.  
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>Wind Speed - 3 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>
</tr>
</thead>
<tbody>
<tr>
<td>110 mph / mph</td>
<td>130</td>
<td>Moderate/Severe (a) 1980, (b) 1980</td>
<td>D2</td>
<td>Moderate</td>
<td>12&quot;</td>
<td>Slight to Moderate</td>
<td>26 F</td>
<td>No</td>
</tr>
</tbody>
</table>

- 2015 International Residential Code (IRC), WAC 51-51-003
- 2015 Uniform Plumbing Code (UPC), WAC 51-56
- 2015 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)
- Manufactured/Mobile Home
- Modular (Built off site)
- Garage/Shop/Carport
- (Please Circle one: Attached / Detached)
- Additional Dwelling Unit (ADU)
- Foundation Only
- Change of Use
  - (ex. Retail to Industrial, residential to retail, etc.)
  - Remodel/Addition/Repair
  - (ex. Extend kitchen, den to bedroom, replace siding)
  - Demolition Permit
  - Sign
  - Deck/Porch
  - Covered
  - Retaining Wall
  - Pool
  - Commercial *
  - Multi-family *

**Mechanical**

- Propane
- Tank
- Lines
- Address
- ADR
- Heat Pump
- Rd Approach
- RAP
- Hot Water Heater
- Septic
- SEP
- Solar Panel
- On Roof
- On Ground

**Land Use / Zoning**

- Home Business
- Cottage Industry
- Stormwater Management
- Temporary Use
- Critical Areas Stewardship Plan **
- Shoreline Management Variance
- Shoreline Conditional Use
- Jefferson County Shoreline Master Program Amendment
- Shoreline Master Program Exemption/Permit Revisions **
- Shoreline Management Substantial Development **
- Variance (Minor, Major or Reasonable Economic Use)
- Discretionary “D” or Unnamed Use Classification **
- Forest Practices Act/Relase of Six-Year Moratorium
- Comprehensive Plan/UDC/Land Use District Map Amendment
- Planned Rural Residential Development (PRRD)/Amendments **

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