



DEPARTMENT OF COMMUNITY DEVELOPMENT

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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 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.

DCD YOU

If possible, provide forms digitally, along with copies below, with a flash drive or emailed to dcd@co.jefferson.wa.us.

- | | | | |
|-----|-----|--|-------------------------------|
| ___ | ___ | Permit Application, Supplemental Applications and Fees;
Each building permit requires a separate application, signed and dated by property owner. | 1 copy, completed and signed. |
| ___ | ___ | Water
Completed and signed potable water 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. | Please submit 1 copy. |
| ___ | ___ | 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. | Please submit 1 copy. |
| ___ | ___ | 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. | Please submit 3 copies. |
| ___ | ___ | Floor Plan
We cannot accept a floor plan larger than 11" x 17".
All rooms to be labeled on the floor plan, show any, including garage, that are unheated.
<i>If this is a remodel provide a before and after floor plan with all rooms labeled.</i> | Please submit 2 copies. |
| ___ | ___ | 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 paper size 24"x36" and printed to scale. | |
| ___ | ___ | Stormwater
Stormwater calculation worksheet is required for all building applications.
All stormwater plans must comply with the current Stormwater Management Manual for Western Washington: http://www.ecy.wa.gov/programs/wq/stormwater/manual.html | Please submit 1 copy. |
| ___ | ___ | Energy
One complete Energy Code Calculation Worksheet. Forms and Information can be found at:
http://www.energy.wsu.edu/buildingefficiency/energycode.aspx | Please submit 1 copy. |
| ___ | ___ | Access
Road Approach Permit Application. An approved access is required for all County roads if approach has not been previously approved.
_____ Existing - Permit Number : <u> </u> RAP _____ 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)

Roof snow load*	Wind Speed- sec Gust EAST/WEST	3	Decay	Flood Hazard	Seismic Design Category	Weathering	Frost Line Depth	Termite	Winter Design Temp	Ice Shield Underlayment Req'd	Air Freezing Index
25 / 30 lbs*	110 mph / mph	130	Moderate/ Severe	(a) 1980, (b) 1980	D2	Moderate	12"	Slight to Moderate	26 F	No	148

***Brinnon and West End of Jefferson County have a Roof Snow Load of 30 lbs**

- 2015 International Residential Code (IRC), WAC 51-51-003
- 2015 Washington State Energy Code (WSEC), WAC 51-11R
- 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

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

Mechanical **Other Permits, Please list permit #s**

<input type="checkbox"/> Propane	<input type="checkbox"/> Tank	<input type="checkbox"/> Lines	<input type="checkbox"/> Address	ADR <input type="checkbox"/>
<input type="checkbox"/> Heat Pump			<input type="checkbox"/> Rd Approach	RAP <input type="checkbox"/>
<input type="checkbox"/> Hot Water Heater			<input type="checkbox"/> Septic	SEP <input type="checkbox"/>
<input type="checkbox"/> Solar Panel	<input type="checkbox"/> On Roof	<input type="checkbox"/> On Ground		

Land Use / Zoning

<input type="checkbox"/> Home Business	<input type="checkbox"/> Special Use (Essential Public Facilities) **
<input type="checkbox"/> Cottage Industry	<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> Stormwater Management	<input type="checkbox"/> Plat Vacation/Alteration **
<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Lot or Road Segregation
<input type="checkbox"/> Critical Areas Stewardship Plan**	<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> Shoreline Management Variance	<input type="checkbox"/> Short Plat **
<input type="checkbox"/> Shoreline Conditional Use	<input type="checkbox"/> Long Plat **
<input type="checkbox"/> Jefferson County Shoreline Master Program Amendment	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Shoreline Master Program Exemption/Permit Revisions **	<input type="checkbox"/> Conditional Use [C(a), C(d), or C] **
<input type="checkbox"/> Shoreline Management Substantial Development **	<input type="checkbox"/> Sign
<input type="checkbox"/> Variance (Minor, Major or Reasonable Economic Use)	<input type="checkbox"/> Tree Vegetation Request
<input type="checkbox"/> Discretionary "D" or Unnamed Use Classification**	<input type="checkbox"/> Wireless Telecommunication *
<input type="checkbox"/> Forest Practices Act/Release of Six-Year Moratorium	<input type="checkbox"/> Allowed "Yes" Use Consistency Analysis
<input type="checkbox"/> Comprehensive Plan/UDC/Land Use District Map Amendment	
<input type="checkbox"/> Planned Rural Residential Development (PRRD)/Amendments **	

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