



## Do I have the minimum items required to make application for a residential building permit?

1. Prepared to pay fees? yes\_\_\_no\_\_\_  
(The initial payment must be made by check/cash. The balance can be Check/Visa/MasterCard/Cash.)
2. What is the parcel number? \_\_\_\_\_
3. What is the plat name or recording number?  
(This information is found in your legal description/title.) \_\_\_\_\_
4. Completed building permit application. yes\_\_\_no\_\_\_
5. Site Plan – 5 copies. yes\_\_\_no\_\_\_  
(See Pierce County's site plan example for minimum requirements.)
6. Construction Plans – 2 complete sets. yes\_\_\_no\_\_\_n/a\_\_\_
- 6a. Building Plans/Documents Checklist/Bulletin #55. yes\_\_\_no\_\_\_n/a\_\_\_
7. Structural Engineering - 2 sets. yes\_\_\_no\_\_\_n/a\_\_\_  
(See Building Plans/Documents Checklist.)
8. Base Plan Only – 2 copies of approved worksheet. yes\_\_\_no\_\_\_n/a\_\_\_
- 8a. Letter of authorization from base plan owner. yes\_\_\_no\_\_\_n/a\_\_\_
- 8b. Site specific engineering letter per base plan. yes\_\_\_no\_\_\_n/a\_\_\_
9. Mobile Home – Proof of ownership, bill of sale/title, approved hauler, and WAINS # for installer. yes\_\_\_no\_\_\_n/a\_\_\_
10. Water availability letter/hydrant vicinity map – 1 copy from water purveyor, not valid if over 3 years. (Required if your lot is less than 1 acre. Over 1 acre, a credit worksheet is provided at time of application. For additions, if your SFR was built prior to 1992, you will be allowed up to a 40% expansion.) yes\_\_\_no\_\_\_n/a\_\_\_
11. Septic design/As-built – 1 copy required for all lots served by a septic system. (Minimum requirement – A copy of your septic application, design, and site plan, **stamped received** by the Pierce County Health Department.) yes\_\_\_no\_\_\_n/a\_\_\_
12. Sewer availability letter. (Required if your parcel is not in a Pierce County Sewer Service Area OR not in a subdivision serviced by sewers.) yes\_\_\_no\_\_\_n/a\_\_\_

- 13. Name of sewer contractor. \_\_\_\_\_
- 14. Washington State Energy form – 1 copy                      yes\_\_\_no\_\_\_n/a\_\_\_
- 15. Who will perform your storm drainage inspection?      Pierce County\_\_\_  
Private Engineer\_\_\_

We want you to be successful with your submittal. If any of the above items are missing from your application package, you will not be able to submit for a building permit. You will need to return with all of these items. If you need additional information we can have you meet with technical support staff.

Your property and all items submitted will be reviewed at time of application. At that time, it may be determined that further reviews are required.

If your application is accepted and processed, during the review by individual departments, it may be determined that corrections or that additional information is required.

Signature of Applicant/Agent	Contact phone number
Name of Owner	Phone number of Owner
Application complete to submit. (Permit Technician)	Date

**Applicant: Once all Technical Support Staff have finished review of your application package and there are no further requirements, return to the receptionist and ask to be placed on “Make Application” so a Permit Technician can calculate your fees and log in your application package. If additional information is required, return to the Development Center once you have all your required documents.**

**(For County use only)**

Submittal Standard Number \_\_\_\_\_

Technical Support Required – Please initial after completing your review and saving your comments on the submittal standard. If you are the last reviewing department, please print the submittal standard and give to the applicant.

	Yes	No	
<b>Site Plan meets Pierce County minimum requirements</b>	_____	_____	
Development Engineering	_____	Need more information _____	OK to apply _____
Building	_____	Need more information _____	OK to apply _____
Fire	_____	Need more information _____	OK to apply _____
Health	_____	Need more information _____	OK to apply _____
Utilities	_____	Need more information _____	OK to apply _____
Current Planning	_____	Need more information _____	OK to apply _____
Resource Management	_____	Need more information _____	OK to apply _____
Resource Management (Forest Practice)	_____	Need more information _____	OK to apply _____
Triage by	_____		