



# Residential Applications Bulletin # 21

Department of Planning and Land Services, June 2007  
Division of Building Safety and Inspection for 2006 I Codes

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## A Guide to Building Permit Applications for One & Two-Family Dwellings

This bulletin has been designed to assist you in applying for a building permit for a single family home or duplex. To accept an application for a permit, documents and information submitted at the Development Center counter must be complete and all applicable fees must be paid. A complete application includes all of the applicable information for the project as noted on a Submittal Standard. This form is completed by a Permit Technician when you first visit the Development Center. A sample submittal standard is located page 3.

**Parcel Number:** The permit process is started with land information found using the parcel number. The tax parcel number is noted on the property tax statement. You may also obtain a tax parcel number from the Pierce County Assessor/Treasurer's office. Please call (253) 798-6111 for assistance.

### Step One: Gathering Information

Bring your parcel (tax) number and a site plan to the Pierce County Annex at 2401 S 35<sup>th</sup> St Tacoma. The purpose of this **first visit** is to obtain a **submittal standard** and collect information about your parcel. Some of the items that you need to find out about include: wetlands; flood zones; steep slopes; setbacks; allowed uses; and erosion control requirements for your specific project. Plan on taking a couple of hours for this **first visit**.

### Step Two: Making an Application

Using the **submittal standard** collect all the required plans, reports and other documentation noted. It is important to get all the information that was noted on the submittal standard and the correct number of copies. If you are missing items you most likely will not be able to apply and will need to come back a third time. Plan on taking a couple of hours for this **second visit**.

### Step Three: Inspections

Once the permit has been issued site inspections will be made. Some projects may require permits from more than one agency. Each agency may have inspection requirements that you will need to coordinate.



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# Getting Started

On the cover page we spoke about getting a submittal standard. Below is a partial sample of what one looks like. When you come to the development center this document will be customized for your site and your specific project.

More information and a copy of the form can be found on our web page:  
<http://piercecountywa.org/pc/services/home/property/pals/permits/submitl.htm>



## BUILDING Residential

Date: \_\_\_\_\_  
 Tax Parcel: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_

**+** The following items are required *if applicable*. Please see instructions on the back of this form.

Submittal Standards	SINGLE FAMILY & DUPLEX BP	HOME MANUFACTURED	RES. GARAGE/ CARPORT/DECK	MOVED RESID. STRUCTURE	DEMOLITION OF STRUCTURE	MOTHER IN LAW MOBILE	ACCESSORY DWELLING UNIT	SWIMMING POOL	RETAINING WALL	REQUIRED
<small>The number indicates the number of copies required if applicable.</small>										
CARLS	4	2	2	4	2	2	3	2	1	
Site Plan	4	3	3	3	3	3	3	3	1	
Vicinity Map	3	3	3	3	3	3		3	1	
Land Use Application	■	■	■	■		■	■	■	■	
Environmental Checklist	■	■	■	■	■	■	■	■	■	
Affidavit			1			1	1			
Construction Drawings	2 <sup>1</sup>		2	2			2	2	2	
Structural Engineering Calculations	2		2	2			2		2	
Proof of Ownership		1			1	1				
Approved Hauler		1		1		1				
Driveway Permit	1	1	1	1		1	1			
Site Development Permit	■	■	■	■		■	■	■	■	
Energy Information Form	1		1 <sup>2</sup>	1			1			
Fire Alarm System Permit	■									
Fire Flow/Water Availability	2	2	1	2			2			
Fire Sprinkler Permit	■									

Sample

## Submittal Standards - Instructions & Definitions

**CARLS:** Critical Area and Resource Land Checklist, available at the Development Center.

**SITE PLAN:** Site plan must be drawn to engineer's scale (1"=20' preferred), and show all property corners, existing and proposed structures, adjacent roads, storage tank locations, easements, well locations, north arrow, distance to property lines and other structures. Provide contours for every change in ground elevation of 2' extending 25' beyond property lines. The "**Emergency Vehicle Access**" must be clearly identified on site plan. Turning radius outside – 45', inside – 20', aisle width 15', access required within 150' of all portions of the structure. Site plans shall be at least 8½" x 11".

**VICINITY MAP:** The vicinity map can be included on the site plan.

**LAND USE APPLICATION:** Land use application is required for all projects that are not permitted outright in the zone.

**ENVIRONMENTAL CHECKLIST:** State Environmental Policy Act (SEPA) review may be required.

**AFFIDAVIT:** Must be signed, notarized and recorded with the Pierce County Auditors office.

**CONSTRUCTION DRAWINGS:** Plans must be drawn to scale with dimensions given. Required scale is ¼" = 1' unless otherwise approved by the Department. A complete set of drawings shall include: foundation plan, floor and roof framing plans, floor plans, cross sections, elevation views.

**STRUCTURAL ENGINEERING:** Required if structure does not meet conventional light frame construction standards. Structural design is required to be separated from the drawings and shall be stamped by a licensed professional engineer.

**PROOF OF OWNERSHIP:** A contract or bill of sale with make, model number, serial number and size is required for manufactured home permit applications.

**APPROVED HAULER & CERTIFIED INSTALLER:** Must be registered by the State of Washington, with a current and valid license number. The property owner may perform the installation.

**DRIVEWAY PERMIT:** Required if accessing a public right of way.

**SITE DEVELOPMENT PERMIT:** Single family residential submittals will need to meet PCC Title 18C. This may include installing infiltration trenches or detention systems.

**ENERGY INFORMATION:** The energy information form must be completed to demonstrate compliance with the Washington State Energy Code.

**FIRE ALARM SYSTEM PERMIT:** Required for the structure by the International Fire Code due to lack of adequate fire flow.

**FIRE FLOW/WATER AVAILABILITY:** Certificate signed by the water purveyor for fire flow water availability.

**FIRE SPRINKLER PERMIT:** Required for the structure by the International Fire Code due to lack of adequate fire flow.

**ON-SITE SEWAGE/WATER REVIEW:** Documentation of approved on-site sewage system and drinking water source must be provided. If on community drain field, documentation that the individual tank and transport line have been installed will be required. Water source approval includes drilling and testing of wells.

**SEPTIC APPROVAL OR SEWER PERMIT:** Septic application must be submitted to the Tacoma Pierce County Health Dept. Approval is required prior to permit issuance for all single family developments on septic. Sewer permits can be obtained at the Development Center for projects served by sewer.

**FLOOD STUDY:** All development proposed in an area of special flood hazard will be reviewed by Development Engineering to determine the extent of regulation.

**GEOTECHNICAL STUDY:** A geotechnical assessment or report will be required if the parcel is located within a Landslide/Erosion Hazard Area.

**HYDRO-GEOLOGIC ASSESSMENT:** **May be required by** the Tacoma-Pierce County Health Department if within an Aquifer Recharge Area.

**MINE ASSESSMENT:** A mine assessment will be required if the parcel is located within a Mine Hazard Area.

**TITLE NOTIFICATION:** Title notice recorded with the Pierce County Auditor is required if the parcel contains a critical area or designated natural resource.

**WETLAND APPLICATION:** A site evaluation (field investigation) shall be required when the Department's maps, sources, or field investigation indicate that a potential wetland is located within 315 feet of the project area for a proposed single-family dwelling unit, or within 315 feet of the site for all other proposed regulated activities (PCC 18E.30).

**WETLAND CERTIFICATION:** This is an optional process in lieu of the single-family wetland application process for proposals that avoid wetland and buffer encroachment. A single-family wetland certification may be submitted for single family proposals when a wetland specialist determines and certifies that all regulated activities associated with the residence will occur outside of the wetland(s) and buffer(s).

**Fish and Wildlife:** A Fish and Wildlife application and Habitat Assessment shall be required when the Department's maps, sources, or field investigation indicate that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area. The habitat assessment shall be documented as forth in PCC 18E.40.030 B.

## Items to Include with Your Construction Drawings

### FOUNDATION PLANS

- **Plan view of foundation.** Show the size and shape with a dashed line for the footing. Include all dimensions.
- **Cross sections.** Call out sizes of footings, required steel and anchor bolts. Show all interior support beams, posts and footings.
- **Slab on grade.** If applicable, indicate which areas are slab on grade and method of insulation.
- **Crawl space vents.** Call out location, typical sizes and ventilation area per IRC Section R408.1
- **Ground cover.** Describe type proposed, i.e. 6 mil. black polyethylene or equivalent.
- **Carports, patios, breezeways, decks, etc.** Show extent and location of all slabs, foundations and footings.
- **Damp-Proofing/ Water-Proofing of foundation walls.** Enclosing a basement below grade (refer to IRC Section R406.1 and R406.2).

### FRAMING PLANS – FLOOR AND ROOF

- **Engineering.** When provided, shall be prepared and stamped by an Architect or Engineer licensed in the State of Washington. Structural calculations must be wet stamped and separated from the structural drawings. Structural drawings must be submitted on a minimum sheet size of 18 x 24 inches.
- **Layout.** Show direction of layout, floor joist, ceiling joist, rafters and truss.
- **Roof framing/trusses.** Call out spacing. Show and label hip masters, hip jacks, end jacks, girder trusses, hangers, bearing areas, etc.
- **Roof members.** Call out size, spacing and all headers.

- **Show line of structure** above where applicable. Particularly overhangs, cantilevers, roofs, etc.
- **Materials and species.** Show floor, roof and deck framing including size, species, grade and spacing, i.e., 2" x 10" HEM-FIR #2 @ 16" O.C.
- **Connectors.** Beam to beam, post to beam, truss joist and beam hanger, call out size and location. Provide detailed drawings and calculations for custom fabricated connectors.
- **Miscellaneous structural components.** Show doubled joist, blocking, headers, bearing points, etc.
- **Bearing walls.** Label and distinguish bearing walls.
- **Ridges, hips and valleys.** Call out size and species of ridge board, hip rafter, valley rafter and purlins.
- **Skylights.** Call out sizes and location.
- **Fireplace.** Show framing and structural support for wood chase.
- **Stairs.** Show locations of rough opening, headers, double joist, etc.

## **CONVENTIONAL CONSTRUCTION PROVISIONS AND LATERAL BRACING REQUIREMENTS**

- **Buildings that are not "Irregular"**, may have wall bracing designed to the conventional construction provisions of IRC Section R602.10. Portions of a building not meeting the conventional construction provisions may be designed by a licensed Architect or Engineer. IRC Section R301.1.3.
- **Irregular Buildings**, are required to be designed by an Architect or Engineer licensed in the State of Washington. IRC Section 301.2.2.2.2 defines buildings that are irregular.
- **All braced wall lines** and braced wall panels, shall be clearly identified on the plans.

## **FLOOR PLANS**

- **Label the use of each room.** Example: Bedroom, bathroom, kitchen, closet, etc.
- **Walls.** Show all walls, exterior, interior, bearing, half wall and knee walls (indicate if new or existing for additions and remodels). Show height (walls over 10' in stud height require engineering). Show all header sizes.
- **Openings.** Show and size all openings (door and window). Indicate if fixed or operable. Window sizes must meet minimum requirements for light and ventilation. IRC Section R303.
- **Emergency escape openings.** Provide at least one window or exterior door approved for emergency escape or rescue from a basement and every room used for sleeping purposes. Windows shall have a 20" minimum width, 24" minimum height, 5.7 square foot minimum net clear opening. Windows at grade shall have a net clear opening of 5 square feet, and a 44" maximum sill height above the finished floor. IRC Section R310.

**Window wells.** Emergency escape and rescue windows with a finished sill height below the adjacent ground elevation shall have a window well. The minimum horizontal area of the window well shall be 9 square feet with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened. Window wells with a vertical depth more than 44" shall be equipped with an approved permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than 6". IRC Section R310

- **Doors.** Call out sizes and show swing. Show sliding door locations. If a pocket door is proposed, show the entire pocket area.
- **Stairs.** Show direction of travel (up/down).

- **Attic Access.** Attic access and other openings in the floor or ceiling such as laundry chutes, dumb waiters, etc.
- **Fireplace.** Install per manufacturers specifications.
- **Smoke Detectors.** Show location, minimum one for each bedroom and one in the hallway outside of bedroom area and on each floor level. Additional detectors may be required depending on ceiling height. IRC Section R313.1.
- **Plumbing fixtures.** Show the location of all fixtures, including bath and kitchen fixtures, water heater, pressure tanks and sump pumps.
- **Furnace.** Show location of heating appliance and source of combustion air where applicable.
- **Mechanical ventilation.** Show all fan locations including whole house exhaust fans, outdoor air inlets, etc., in accordance with VIAQ and IRC.
- **Occupancy separation.** Openings between the garage and the residence shall be equipped with a solid wood door not less than 1-3/8" inches in thickness, solid or honeycomb core steel doors not less than 1-3/8" inches in thickness or labeled as 20 minute fire rated. The garage shall be separated from the residence and its attic area by not less than ½-inch gypsum board applied to the garage side.
- **Garages beneath habitable rooms** shall be separated by 5/8" Type X drywall. IRC Section R309.2. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than ½ -inch gypsum board or equivalent. IRC Section R309.2.
- **Note:** When using the modified one-hour construction option for fire flow purposes, all interior wood frame surfaces must be covered with fire rated Type X gypsum wallboard.

### CROSS SECTIONS

- **Foundation footings and walls.** Show footing and wall sizes, structural steel, concrete slab as required, and perimeter insulation.
- **Extend concrete** 6" above grade for foundations supporting untreated wood.
- **Floor.** Call out system, i.e. ¾" T & G plywood decking over 2 x 10 floor joist (FJ) @ 16" O.C.
- **Wall.** Call out system, i.e. Exterior: 1 x 8 bevel cedar siding over ½" plywood sheathing over 2 x 6 studs @ 16" O.C. with R-21 insulation on ½" gypsum wallboard. Interior: 2 x 4 studs @ 16" O.C. with ½" gypsum wall board each side.
- **Wall height.** Dimension height from floor to ceiling. The minimum ceiling height for living areas is 7'. Refer to IRC section R305.1 for ceiling heights in other areas.
- **Header Height.** This helps in determining egress requirements.

- **Connectors.** Beam to beam, post to beam, truss beam hangers; call out sizes. Provide details and engineering for custom fabricated connectors.
- **Insulation.** Show R value of insulation to be used for ceilings, walls and floors.
- **Stairs.** Show stair rise & run, handrails, landing and headroom dimensions. If no cross section is provided, call out the maximum riser and minimum run requirements.
- **Chimneys.** Must extend 2' vertically above any structure within 10' measured horizontally and not less than 3' above the highest point where the chimney passes through the roof. IRC Section R1003.9.. Call out wood chase, metal cap and show how supported.
- **Roof slope.** Show rise and run.
- **Roof sheathing.** Call out material type, thickness and spacing.
- **Roof finish material.** Indicate type of roofing material to be used.
- **Eave blocking.** Indicate if blocking is used for attic ventilation.
- **Overhang.** Provide dimensions on roof framing plan and elevation drawings.
- **Patios, decks.** Specify type of materials used and dimension the height of walking surfaces to grade.
- **Guardrails & Handrails.** Show height, spacing of pickets and dimensions of hand grip portion per R312.

### ELEVATIONS

- **Exterior elevations.** Provide elevation views of each exterior side of the building.
- **Exterior wall finishes.** Specify type of siding and trim materials proposed.
- **Vertical dimensions.** Provide the height of each story including header heights.
- **Location of all openings.** Windows, doors, gable vents, etc.
- **Proposed finished grade.** Note: Refer to the definitions in IRC Section 202 for basements stories above grade. What you may consider a basement could be defined as a story.

**General Contractor:** Your general contractor must be designated at the time an application is processed and shall be registered by the State of Washington. An application will be accepted upon confirmation the contractor's registration is valid. The property owner may be designated as the general contractor if he/she plans to retain ownership of the house for at least two years. Homeowners who act as the general contractor must hire registered subcontractors for any work they do not do themselves.

**ADDITIONAL PERMITS MAY BE REQUIRED FOR THE FOLLOWING:**

- **Mechanical Equipment**

- Furnace
  - Heat Pumps
  - Fireplace Inserts/Wood Stoves
  - Gas Piping
  - Exhaust Fans
  - Dryer Vents

- **Plumbing Fixtures**

- Sinks, Toilets, Showers, Bathtubs, etc.
  - Water Heater
  - Hose Bib
  - Automatic Lawn Sprinkler System

- **Electrical Wiring**

- Electrical wiring permits are issued by either the Washington State Department of Labor and Industries (253-596-3800) or Tacoma Power (253-502-8277). Please contact the appropriate agency for their specific requirements.

- **Monitored Alarm and Fire Sprinkler Systems**

- Fire Prevention Bureau call 253-798-7179

For Personal Assistance, Please Call The  
Development Center Permit Information Line at (253) 798-3739.  
[www.piercecountywa.org/pals](http://www.piercecountywa.org/pals)

# Site Plan Example

## Legend

- A Parcel line/boundary
- B Parcel line length (all sides & segments)
- C Break Line
- D Easement boundary
- E Natural Buffer Area boundary
- F Street name
- G Drainage course
- H Contour line (at 2' intervals)
- I Footprint of existing residence
- J Footprint of proposed residence
- K Drip/eave line
- L Deck footprint
- M Building dimensions (all sides)
- N Distance between property lines and all proposed structures
- O Septic tank
- P Septic drainfield with setback distances (from residence and property lines)
- Q Reserve/secondary drainfield area
- R Existing building
- S Proposed addition
- T Dimensions of proposed addition (all sides)
- U Fuel tank
- V North arrow
- W Scale indicator (Engineer's scale)
- X Site/parcel address
- Y Parcel number
- Z Property owner

