



# Residential Building Permit Application Submittal Requirements

The following documents and materials are required for a complete building permit application where shown. Please remember, however, that these submittal requirements are stated generally; individual projects vary, and therefore specific submittal requirements may vary from one project to another. Development Center staff will be able to tell you what is needed for your particular project.

# number of copies      Y required      P possibly required  
\* see "Other Applications and Approvals That May Be Needed" in this *Guide*

<b>SUBMITTAL REQUIREMENTS</b>	Residence	Base Plan <sup>N</sup>	Manufactured Home <sup>R</sup>	Detached Garage/Shop/ Carpport/Barn/Shed	Deck/Porch	Demolition	Accessory Dwelling Unit (ADU) <sup>Y</sup>	Mother-in-Law Mobile Home	Swimming Pool	Addition	Remodel	Moved Residential Structure
Parcel Number <sup>A</sup>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Site Plan <sup>B</sup>	5	5	5	5	4	3	6	5	3	4	3	5
Vicinity Map <sup>C</sup>	3	3	3	3	3	3	3	3	3	3	2	3
Building Permit Application Form <sup>D</sup>	1	1	1	1	1	1	1	1	1	1	1	1
<a href="#">Residential Application (Triage) Checklist<sup>E</sup></a>	1	1	1	1	1	1	1	1	1	1	1	1
<a href="#">Bulletin #55<sup>F</sup></a>	1	1	1	1	1	1	1	1	1	1	1	1
<a href="#">Water Availability Certificate<sup>G</sup></a>	P	P	P	P	P		P	P		P	P	P
<a href="#">Fire Protection Worksheet<sup>H</sup></a>	2	2	2	2	2		2	2		2	2	2
Energy Information Form <sup>I</sup>	1			P			1			P	P	1
Construction Drawings <sup>J</sup>	2			2	2		2		2	2	2	2
Structural Engineering Calculations <sup>K</sup>	P			P	P		P		P	P	P	P
Health Department Approval <sup>L</sup>	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Sewer Utility Approval <sup>M</sup>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Base Plan Worksheet <sup>O</sup>		2										
Base Plan Use Letter <sup>P</sup>		1										
Site-Specific Engineering Letter <sup>Q</sup>		P										
Proof of Ownership <sup>S</sup>			1					1				
Cost (Valuation) of Mobile Home <sup>T</sup>			1					1				
Approved Hauler <sup>U</sup>			1					1				
WAINS Number <sup>V</sup>			P					P				
Notarized Letter of Authorization <sup>W</sup>						1						
Driver's License (or other I.D.) <sup>X</sup>						1						
Accessory Dwelling Unit Affidavit <sup>Z</sup>							1					
Floor Plan <sup>AA</sup>							1					
<a href="#">Building Use Affidavit<sup>BB</sup></a>	P	P		P			P			P	P	P
<a href="#">Title Notification<sup>CC</sup></a>	P	P	P	P	P		P	P	P	P	P	P
Emergency Vehicle Access <sup>DD</sup>	P	P	P		P		P	P		P	P	P
Other Applications or Approvals <sup>EE</sup>	*	*	*	*	*	*	*	*	*	*	*	*

## **A Parcel Number**

You can find your parcel number on your tax statement, by contacting the Pierce County Assessor's office, or through the Assessor's website at [www.piercecountywa.org/at](http://www.piercecountywa.org/at).

## **B Site Plan**

Your site plan must be drawn to meet Pierce County standards. See "How to Draw a Site Plan" in this *Guide*.

## **C Vicinity Map**

A vicinity map is a sketch or map that guides someone from the nearest main road or freeway to your property. It does not need to be drawn to scale and may be included on the same sheet of paper as the site plan.

## **D Building Permit Application Form**

This form provides essential information for processing your building permit application. Complete and submit the version appropriate for your project, either the [Residential Building Permit Application for New Construction](#) or the [Residential Building Permit Application for Additions/Remodels](#).

## **E Residential Application (Triage) Checklist**

The [Residential Application \(Triage\) Checklist](#) indicates that you have all the documents necessary to begin the application intake process.

## **F Bulletin #55**

[Bulletin #55](#) is a checklist indicating you have a complete plan set. See "How to Assemble a Complete Plan Set" in this *Guide* for more information.

## **G Water Availability Certificate**

A signed and dated [Certificate of Water Availability](#) from the local water district giving the distance to the nearest fire hydrant, the flow rate of that hydrant, and a vicinity map showing all hydrants in the area, is required for parcels smaller than one acre, and is optional for larger lots that have a hydrant within 350 feet of the middle of the lot's frontage. Water availability certificates are typically valid for three years from the date of signing.

## **H Fire Protection Worksheet**

The [Fire Protection Worksheet](#) indicates how the project

satisfies the Fire Protection Ordinance, either through access to an adequate hydrant, accumulation of fire credits, or exemption. Credits, if used, are delineated on the back of the worksheet and must total 100 percent. (Note that some of the credits involve improvements that require related permit applications.)

## **I Energy Information Form**

A completed Washington State Energy Code Information form is required with the creation of any new heated area (either by new construction or by remodeling of unheated area).

## **J Construction Drawings**

See "Assembling a Complete Plan Set" later in this *Guide* for information on what must be included in your drawings. Those interested in creating their own drawings can refer to [Division of Building Safety and Inspection Bulletin #12: Residential Design Criteria](#) and [Bulletin #21: Residential Applications](#) for more information.

## **K Structural Engineering Calculations**

Engineering calculations are required whenever a structure does not meet conventional light frame construction standards. Structural design drawings, if also required, must be separate from architectural/design drawings. Both calculations and drawings must be stamped by a licensed professional engineer.

## **L Health Department Approval**

Tacoma/Pierce County Health Department (TPCHD) acceptance of a building permit application for submittal will take different forms depending on the type of project. Below is a list of documents that may be required by the Health Department as part of your submittal. You can find out which is needed for your project and obtain the necessary forms by contacting TPCHD (253-798-6500), the Development Center, or by reading the [Environmental Health Program Septic System Application Process](#) handout.

- **Septic Design:** Submitted to TPCHD prior to permit application. Include a copy of the application and design, stamped "received" by TPCHD, as part of your application submittal packet.
- **Septic As-Built:** A copy of the approved as-built submitted with your application. You can obtain a

copy of your as-built drawing by calling TPCHD at 253-798-6577, faxing a request to 253-798-7663, or through the Department's website at [www.tpchd.org](http://www.tpchd.org).

- Remodel Application
- Operation and Maintenance Program Application
- Operation and Maintenance Evaluation
- Water Approval
- Well Test

#### **M Sewer Utility Approval**

The Sewer Utility division must approve all building permit applications for projects which connect to the Pierce County sanitary sewer system. Approval is also needed for additions and to demolish buildings served by sewer. For new construction the process begins by submitting a Request for Sewer Information form. For more information or to obtain an as-built drawing of your sewer service, contact the Sewer Utility division at 253-798-2737 or visit the Sewer Utility website at [www.piercecountywa.org/pwu](http://www.piercecountywa.org/pwu).

#### **N Base Plan**

Pierce County has pre-approved some building plans. You may choose to purchase the one-time rights to one of these "base plans" from the company which designed and owns the plan instead of submitting custom plans. Doing so alters the building permit application submittal requirements as shown.

#### **O Base Plan Worksheet**

These worksheets summarize the plan details and are provided to the purchaser by the base plan owner. They must be completed accurately and submitted in their full-size (8.5 x 14 inches) format.

#### **P Base Plan Use Letter**

If you purchase the one-time rights to a base plan, the base plan owner will provide a letter authorizing you to use the design. This letter must be submitted with your building permit application.

#### **Q Site-Specific Engineering Letter**

Some base plans must be accompanied by a stamped letter from a licensed engineer certifying that the base plan is adequately designed for use on your parcel. The need for this letter is indicated on the base plan worksheet.

#### **R Manufactured Home**

Manufactured homes are pre-engineered and constructed dwellings placed on a site. Using a manufactured home

alters the building permit application submittal requirements as shown.

#### **S Proof of Ownership**

Applications to place manufactured homes must include proof of who owns the structure. This proof can take the form of a deed, title, bill of sale or sale agreement. It must also show the make, model, serial number and dimensions of the manufactured home.

#### **T Cost (Valuation) of Mobile Home**

A document showing the cost of the complete mobile home (sales agreement) or current valuation of the mobile home (estimate).

#### **U Approved Hauler**

Mobile/manufactured homes may be moved only by haulers registered by the State of Washington and permitted by Pierce County, with a current and valid license number. You may contact the Development Center for a list of approved haulers.

#### **V WAINS Number**

Mobile/Manufactured homes may be installed only by certified installers or by the owner. If someone else is installing your mobile or manufactured home, the installer's WAINS number must be included with your permit application.

#### **W Notarized Letter of Authorization**

Pierce County will receive demolition permit applications only from the property owner(s) or from someone specifically authorized by the owner(s) to obtain the permit. Authorization letters must mention the applicant's name and the building(s) to be demolished. They must also be signed by all of the property owners and notarized.

#### **X Driver's License (or other I.D.)**

Applicants for demolition permits must provide proof of identity, either as property owner or authorized agent. A copy of the applicant's identification will be included in the application submittal.

#### **Y Accessory Dwelling Unit (ADU)**

Accessory Dwelling Units have unique requirements in addition to the submittal requirements for the structure to be used as an ADU. (See the [Accessory Dwelling Units](#) handout.) These requirements include a site plan and a floor plan no larger than 8 ½" x 14" and a notarized Accessory Dwelling Unit Affidavit. Development Center staff will review your proposal to

ensure that it satisfies all of the code requirements for ADUs. Then you will need to record the Affidavit with the site plan and floor plan and return a copy of this recording to the Development Center to complete your application.

**Z Accessory Dwelling Unit Affidavit**

A completed, signed and notarized affidavit must be included in your application for an ADU.

**AA Floor Plan**

Every application for an Accessory Dwelling Unit must include a copy of the unit's floor plan in a size that can be recorded. The Auditor requires documents no larger than 8 ½" x 14" with one inch of clear margin on all sides.

**BB Building Use Affidavit**

Private garages and carports larger than 1,000 square feet and agricultural buildings associated with a single family residential home require a [Building Use Affidavit](#) form. The form must be signed, notarized, recorded with the Auditor's office and included with your building permit application submittal.

**CC Title Notification**

Certain critical and/or resource area conditions, when they pertain to a particular parcel, must be indicated on the title of the property. Development Center staff will be able to tell you whether this is necessary for your project. When applicable, a [Critical Area and Natural Resource Land Title Notification](#) form must be signed, notarized, recorded with the Auditor's office, and included in your building permit application submittal.

**DD Emergency Vehicle Access (EVA)**

The emergency vehicle access is defined as that portion of your driveway or property access that is more than 150 feet from all portions of the house and extends all the way to the private or public road. The EVA must meet certain requirements and be accurately and completely shown on your site plan. For more information about EVA requirements, contact the Development Center or the Fire Protection Bureau at 798-7179.

**EE Other Applications or Approvals**

In most cases, projects that require a building permit will also need one or more related applications. Please examine the "Other Reviews That May Be Needed" section in this *Guide* and be prepared for the possibility that additional applications and fees may be involved with your proposal.