

Residential Permit Submittal Checklist

For a fully complete application the following is required as part of your submittal packet:

- Application form must be filled out completely and signed.
- Two sets of complete building plans conforming to the 2006 International Residential Code (IRC). See residential plan review requirements below.
- Two plot plans on 8 ½ x 11 size sheet. See plot plan checklist below.
- For properties not located within a recorded subdivision or short plat, submit one copy of the recorded sales history from 1969 to present OR one copy of current owner's recorded deed. A Permit Technician will determine appropriate requirement.
- Payment by check or cash for the plan review fee.

If any of this required information is missing, your permit application cannot be accepted.

A **recorded sales history** consists of recorded deeds and any other documents which form a complete history of all transfers of ownership affecting the subject property. Sales history documentation is required from 1969 up to the current Washington State land division legislation was adopted. Sales history packages may be obtained from any local title company. State law prohibits issuance of permits on property that has been illegally created.

For projects within the **Town of Yacolt** separate zoning approval and address assignment is required. Zoning approval is indicated by an approval stamp or appropriate city official's signature on your plot plan OR a letter from the city indicating approval of the project.

Prior to the issuance of your permit, these items may be required:

- One copy of the contractor's valid Washington State license if our system indicates the license has expired.
- Certified erosion control person
- One copy of the septic tank permit or a release letter from Clark County Public Health OR verification of sewer availability from Clark Regional Waste Water District.
- Approval of the water supplier
 - If the residence will be serviced by a **well**, the well must be installed, water tested and a WAVE letter from Clark County Public Health must be submitted.
 - If the residence will be served by a well serving more than one residence, a copy of a "**community well**" approval and a WAVE letter from Clark County Public Health must be submitted.
 - If the residences will be served by a **public water system** and is not located within a recorded subdivision, a copy of an approval letter from the appropriate water agency must be submitted.
- Electrical permits

Revised 4/7/09



Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/commdev/



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360) 397-2025
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

Residential plan review submittal requirements

Plans must provide specific detail on what is being built. Building plans shall be on standard 24"x36" paper drawn at a 1/4" = 1'-0" scale. Plans must be original drawings with no changes, markings, small sheet attachments or changes. Plans must be clean and not previously used.

A complete set of plans consists of the following:

Foundation plan shall show code prescriptive lateral requirements or engineering design. The plan shall also show dimensions, anchor bolts, bearing pads, and vents. If using a wood floor, show joists, girders, posts, and specify all required connectors and hangers. Indicate interior bearing points and walls. Details shall be provided to adequately show construction per code or engineering.

Basement and retaining wall detail shall note and show code requirements. Engineer's calculations shall be provided for retaining walls.

Floor plan label use of each room; show dimensions, window sizes, smoke detectors, appliance locations, ventilation fans, plumbing fixtures, decks, balconies and code prescriptive lateral brace panels or engineered design.

Wall Bracing for code prescriptive lateral or engineered design shall be provided on plans indication details and locations, load path connections. Engineered design shall also provide calculations and specifications.

Floor framing plan shall be included on plans and identify framing components used including joist grade, size, spacing and connectors. Show all headers and beams. If

using manufactured floor system, provide manufacturer's layout and specifications.

Roof framing plan shall be included on plans and identify framing components used. Show all beams and headers required. Include interior bearing points or walls. If using engineered trusses show trusses on roof framing plan and provide manufacturer's layout and engineering.

Cross-Section and details provide at least two full cross sections (in different directions) through entire building showing framing members, sizes, spacing, headers, joists, sub-flooring, wall construction components and roof components. Details of walls, floors, roofs, stairs, fireplaces, and foundations shall be on plans.

Elevations provide all exterior elevations. Elevations shall show actual finish grade (if greater than two foot grade change). Show steps in foundation walls and retaining walls.

Energy Code requirements shall be shown on plans. If using a spray-on foam insulation system for floor, walls, and roof, provide a Sunday Report for review during plan review.

Plot plan submittal checklist

These items are required to be shown on your plot plan. If they are missing, the Permit Technician will ask that the plot plan be revised prior to application.

- Plot plans must be legible and drawn to scale if lot is less than one acre. Scale must be identified on the plot plan.
 - For lots more than one acre plot plan must be drawn so structures are proportionate to the property. We reserve the right to require the applicant submit a plot plan to scale.

- North arrow must be shown on plot plan.
- Lot number and subdivision name or parcel number must be labeled on plot plan.
- All perimeter property dimensions as represented on the recorded plat or current owner's recorded deed must be shown.
- Location and dimension of all existing and proposed structures, including projections such as eaves, bay windows, cantilevered upper floors, fireplaces, decks, covered porches, patio covers, etc.
 - All structures must be labeled "Existing (use)" and "Proposed (use)" for example, "Existing house" or "Proposed shop".
- Setback dimensions from the nearest point of the new structure to all property lines, edge of easements, and where applicable, to centerlines of the public or private road/easement. Dimensions must be drawn at 90 degree angles (perpendicular) to all property lines or edge of easements.
- Building separations or distance from the new proposed structures to any/all existing structures must be shown.
- Elevations must be shown at all corners of foundation and all corners of property.
- On lots more than one acre elevation contours intervals of 2' must be shown within a 50' offset from the proposed building and the length of the driveway
- Driveway location, width and length must be shown as well as the distance from the driveway to the nearest interior side, public or private side street, or easement. Driveway width must be a minimum of 12' to a maximum of 35'.
 - Driveways must be 50' from the intersection of corner lots or a minimum of 5' from opposite property line.
- Easements must be shown on the plot plan with dimensions and the type of easement identified.
- Street width, centerline dimensions and street name must be identified.
 - Road Approach Permits are required for tax lots accessing county right-of-ways.
 - Road Approach Permits are required for replacement and second driveways with-in a recorded subdivision.
- Location of existing or proposed well must be shown.
- Location of existing or proposed septic system including tank, drain field and reserve area must be shown.
- Identify all known environmental conditions on the plot plan. Show distance from proposed structure to all known environmental conditions (i.e., stream, wetlands, habitat, etc.).

Locations of various agencies

City of Vancouver

4400 NE 77th Ave, Suite L-50
Vancouver, WA
(360) 487-7800

Clark County Public Health

1601 East Fourth Plain Blvd
Vancouver, WA
(360) 397-8428

Clark Regional Waste Water District

8000 NE 52nd Ct
Vancouver, WA
(360) 750-5876

Town of Yacolt - Town Hall

105 Yacolt Rd
Yacolt, WA
(360) 686-3922

Washington State Labor and Industries

312 SE Stonemill Dr, 120
Vancouver, WA
(360) 896-2371