

Residential Permit Submittal Checklist

Your application submittal must have the following minimum items for review:

- Application form** (attached)
- Residential plans submittal requirements checklist** (attached)
- Two (2) sets of complete **building plans** conforming to the 2012 International Residential Code
- Two (2) complete **plots plans on 11 x 17** (see attached plot plan checklist requirements)
- Two (2) complete separate **stormwater site plans** showing property contours and **stormwater plan application** – do not show stormwater on plot plans
- Two (2) complete separate **erosion control plan applications and detailed plans** – do not show erosion control on plot plans or stormwater plans
- If the parcel is not located within a recorded subdivision or short plat, we will need one (1) copy of the **recorded sales history* from 1969 to the present**

OR

recorded copy of the current owner's deed_(to be determined by Permit Technician)

*Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyance affecting the subject property. Sales history packages may be obtained from any local title company. **State law prohibits the issuance of permits on property that has been illegally created.**

- Payment by check, cash, or credit card for **plan review fee** is required at time of application. Vendor fee applies to credit card payments.

If any of the above information is missing, your permit application cannot be accepted.

Revised 12/1/16



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



For an alternate format,
contact the Clark County
ADA Compliance Office.
Phone: (360) 397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

Prior to issuance of your building permit, some may apply:

- One (1) copy of the **contractor's valid Washington State License** may be required if our system shows the license is expired
- A currently **Certified Erosion Control Person (CESCL)** – all contractors are required to have a certified sediment control lead
- **Verification of Sewage Disposal:**
 - If the residence will be served by a septic system, a valid **septic tank permit or a release letter** will be required. Contact Clark County Public Health located at 1601 East 4th Plain, Vancouver, (360) 397-8428
 - If the residence will be served by sewer, please provide verification of **sewer availability** from Clark Regional Waste Water District located at 8000 NE 52nd Court, Vancouver, (360) 750-5876 or City of Vancouver, located at 415 W 6th Street., Vancouver, (360)696-8101
- **Verification of Water Supplier:**
 - If a private or community well services the residence, you may need to obtain a valid **W.A.V.E or Community Well** approval from Clark County Public Health prior to permit issuance
 - If the residence will be served by **public water system**, and is not located in a recorded subdivision, you may need to provide a letter of approval from the appropriate water agency or documentation of current connection
- **Electrical Permits (for projects in unincorporated Clark County only)**
Washington State Labor & Industries located at 312 SE Stonemill Dr., Ste 120
Vancouver, (360) 896-2300, www.lni.wa.gov/TradesLicensing/Electrical/

Residential Plot Plan Checklist

Permit # _____

Scale

- Only use standard scales found on an Engineer's scale (such as 1"=10', 1"=20', etc.)
- Parcels over one (1) acre do not need to be drawn to scale as long as they are proportioned properly.

Size

- No plot plans larger than an 11 x 17 inch page (suitable for archiving)
*Leave a four-inch blank space on the page for county review stamp(s)

Identify property features

- Lot and subdivision name and /or tax lot and parcel number
- North arrow
- Property lines and dimensions
- Easements (size, type, and dimensions)
- Access point/driveway (show width and length, distance to property line)
- Right of ways (width, centerline dimensions and street names) Staff: arterial r/w?
- Bridges (if applicable)
- Physical attributes and buffers (wetlands, water, slopes, etc.)

Identify proposed structures and features

- Dimension, footprint and roofline of proposed structure
- Elevations at four corners of structure in addition to property corners
- Setback from closest point of structure to property lines, edge of easements, right of ways, water marks/ways, features, and buffers
- Building envelopes, if shown on recorded plat (for geohazard setbacks, habitat buffers, etc.)

Identify existing structures and features

- Show and label all existing structures including dimensions
- Are trees being removed? Y/N _____ How many? _____

Identify services and systems

- Water lines and/or any well(s), show waterlines from well or street to dwelling
- Sewer lines or septic tanks, drain fields and reserve drainfield, show sewer connection to dwelling

Plot plans must be legible or your application will NOT be accepted.

Residential Plans Submittal Requirements

Permit # _____

Applicant shall provide two sets of the following:

Note: All applicable items must be included. All details can be found on the SWW-ICC Website at sww-icc.org.

1. Two complete sets of legible plans. Plans must be drawn to $\frac{1}{4}'' = 1'$, showing conformance to applicable local and state building codes.

Structural details and connections must be incorporated into the plans or on a separate full-sized sheet attached to the plan with cross references between plan location and details. Engineer of record's detail sheets shall be attached as required.

Plans over 3600 square feet require Water Availability Letter (firefighting water supply).

Garages must be oriented correctly on plans.

Fireplaces must be included in the scope of work.

2. Foundation Plan. Show dimensions, anchor bolts and location, hold-downs, concrete pads, connection details, vent size and location.

All elevation changes must be included in foundation plans and step details must be provided. Any step greater than 4' requires engineered foundation design.

Provide geotechnical report if known site conditions exist. Clark County GIS is an available resource at gis.clark.wa.gov/maponline.

3. Floor plans. Show dimensions, identify all rooms, identify all pertinent elements and systems, and include window sizes, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks.

For manufactured joists, verify that a min 1-1/4 inches solid rim board is provided, otherwise provide engineering justification from engineer on record. See SWW-ICC Detail: [R301.1-1](#).

Manufactured floor joist require blocking at all bearing points.

Special requirements apply when using manufactured joists in basement locations. Engineering review is required.

For open web trusses, provide engineered load path detail or solid rim. See SWW-ICC Detail: [R301.1-2](#).

4. Cross section(s) and details. Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction.

Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, retaining walls, stairs, fireplace construction, thermal insulation, etc.

For houses with 5' setbacks, fire resistive protection at eaves is required. See SWW-ICC Detail: [R302.1-3](#).

For houses with 4' setbacks, one-hour construction with a maximum of 25 percent glazing is required. See SWW-ICC Details: [R302.1-2](#) and [R302.1-3](#).

For decks and patio covers, provide footing design, connection details, and engineering, if applicable.

5. Elevation views. Provide all elevations (front, rear, and sides) for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four feet at building envelope.

6. Wall bracing: prescriptive path OR engineered lateral analysis (circle one). Plans must indicate details, exterior and interior locations; for non-prescriptive path analysis, provide specifications and calculations to engineering standards (see #11 below).

7. Floor/roof framing. Provide plans for all floors/roof assemblies, indicating type and lumber sizing, spacing, and bearing locations. Show attic ventilation

8. Basement and retaining walls. Provide cross sections dimensions and details showing placement of rebar, drainage, backfill, etc. Provide engineer's calculations (see # 11 below).

Backfill greater than 4' requires engineering.

9. Manufactured floor/roof truss design details. Show location and type of connectors, per IRC Standards.

Design for 135 mph ultimate wind speed, exposure B. Verify mechanical connectors are sized for uplift when over 600 lbs. When uplift is over 1000 lbs., load path to foundation is required. See SWW-ICC Detail: [R301.1-5](#).

Attic truss requires load path. Engineer to revise, if not provided. For reference, see SWW-ICC Detail: [R301.1-3](#). For truss bearing on beams beyond exterior walls, load path required to foundation. See SWW-ICC Details: [R301.1-3](#), [R501.2-4](#), and [R501.2-5](#).

10. Beam and joist sizes. Provide prescriptive beam and joist sizes by code reference **or** submit engineering calculations and detail (see #11 below).

11. Engineer's calculations. Engineering shall be stamped by an engineer or architect licensed in the State of Washington. Engineering shall be site specific. Stamped engineering or architectural documents must have a "wet" (original) signature on at least one copy.

Calculations shall be site specific to current design criteria 135 mph, exposure B. Provide lateral design, uplift, overturning, and gravity loads. Detail complete load path.

Walls greater than 10' in height shall be continuous (balloon framed) and designed. Segmented (hinged) walls at stairs and similar locations must be full height and engineered.

12. **Energy code requirements.** Two (2) copies of the completed Washington State Energy Code Plan Sheet (minimum size is 11"x17"), Prescriptive Work Sheet, Heating System Sizing Worksheet (or Manual J calculations) and Window Glazing Schedule. See [Energy Code requirements](http://www.clark.wa.gov/community-development/building) at www.clark.wa.gov/community-development/building.

I acknowledge that I have provided all the required plans and documents as noted above. I understand these are the minimum building plan and permit submittal requirements.

NOTE: You will be subject to a minimum two-hour additional plan review fee if you did not supply all of the information as indicated above. The Plans Examiner may request additional plans and details during review.

Name (printed) _____

Signature _____

Date _____

Check One: Owner Contractor Agent

Residential Building Permit Application

Property owner information

Name: _____ Email: _____
 Mailing address: _____
 Phone: _____ Cell: _____ Fax: _____

Permit number: _____

Contractor Applicant Contact person

Name: _____ Email: _____
 Mailing address: _____
 General contractor's license number: _____
 Phone: _____ Cell: _____ Fax: _____
 Certified Erosion Control Person: _____ Phone: _____

Application type

- New single family residence
- Residential addition
- Detached garage/shop (finished? Y / N)
- House move
- Other: _____

Proposed

- One story
- Two story
- Existing number of bedrooms: _____
- Proposed number of bedrooms: _____
- Proposed number of bathrooms: _____

Type of heat

- Electric
- Gas
- Other: _____

Additional permit needed

- Road approach for public roads
- Mechanical (fireplace, furnace, gas piping, woodstove, heat pump)
- Plumbing (lawn sprinklers, water service, moving fixtures)
- Accessory dwelling unit
- Adult foster care for WABO
- Guest house
- Deck or patio cover / entry way
- None of the above

Square footage

- Existing house: _____
- Proposed **new** finished*: _____
- Proposed **new** unfinished: _____
- Proposed **new** basement finished: _____
- Proposed **new** basement unfinished: _____
- Proposed **new** garage: _____
- Proposed **new** carport: _____
- Proposed **new** deck: _____
- Proposed **new** patio cover: _____
- WABO client area: _____
- Proposed **new** entry ways: _____

Total project valuation \$ _____

Building materials and labor only

* Do not add new square footage to existing square footage of dwelling.

Project description including proposed overall footprint dimension and any decks, awnings, carports, etc.

Utilities

- Septic system
- Sewer, district:
- Private well
- Community well
- Public water, district:

Property location/address

Subdivision name, if applicable

Lot number or parcel number

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial or revocation of the permit.

Applicant/Authorized Signature: _____ Date: _____

Revised 10/14/13



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