



Residential Building Permit

B-1

This intake checklist identifies minimum application materials necessary for Cowlitz County to accept a residential building permit application. Should any of the following minimum items not be provided, the application generally cannot be accepted. Acceptance of an application deems the application complete.

Applicant: Check-off each box under the Applicant heading on this checklist to indicate items are included in your submittal. Indicate the sheet number where each item is shown. If a checklist item appears on multiple sheets choose a sheet that best depicts the item. A Permit Technician will check-off each box under Staff when the item is confirmed in the submittal package.

Drop-in submittals are accepted Monday to Friday 8:00am to 4:30pm.

Provide at submittal:

- **Two (2) complete construction plan sets** (depicting all checklist items, drawn to scale at 1/8 inch = one foot, minimum)
- **Two (2) site plans**
- **One (1) additional floor plan copy** (for the County Assessor)
- **Plan check fees** are due at intake. Additional fees are due at permit issuance.

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information. **One of each item is required.**

Applicant	Staff
<input type="checkbox"/> <u>Sewage Disposal</u> (check applicable box and provide listed information) <ul style="list-style-type: none"> <input type="checkbox"/> Onsite septic system (Indicate OSS # if approved _____) or <input type="checkbox"/> Public sewer (include purveyor's sewer availability letter or connection receipt) or <input type="checkbox"/> Sewage disposal is not required for this structure 	<input type="checkbox"/>
<input type="checkbox"/> <u>Potable Water</u> (check applicable boxes and provide listed information) <ul style="list-style-type: none"> <input type="checkbox"/> Public water supply (provide one copy of purveyor's water availability letter) or <input type="checkbox"/> Individual well (also check one of the following three options) <ul style="list-style-type: none"> <input type="checkbox"/> I am applying for well approval today or <input type="checkbox"/> I already have a pending well application (App # _____) or <input type="checkbox"/> I have an approved well (Approval # _____) <input type="checkbox"/> Potable water is not required for this structure 	<input type="checkbox"/>
<input type="checkbox"/> <u>Fire prevention and survivability</u> (indicate method(s)) <ul style="list-style-type: none"> <input type="checkbox"/> Public water supply that provides at least 500 gpm at 20 psig for 30 minutes with structures less than 3,500 square feet <input type="checkbox"/> Pre-approved onsite water storage within 450' of proposed structures <input type="checkbox"/> Minimum 20' setback between all structures and property lines on lot over one acre with structures less than 3,500 square feet <input type="checkbox"/> Sprinkler system that meets NFPA13 and limited combustibile construction <input type="checkbox"/> Exempt site. (less than 3500 sq ft structure within 5 miles of a staffed responding fire station) 	<input type="checkbox"/>
<input type="checkbox"/> <u>Permit Application form</u> (completed and signed)	<input type="checkbox"/>

BUILDING DATA:

Square footage breakdown for this project:

Living area _____	No. of Stories _____
Deck _____	Building Height _____
Garage _____	No. of Bedrooms _____
Carport _____	Structure Use _____



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Site Plan (2 copies):

- | Applicant | Staff |
|---|--------------------------|
| _____ <input type="checkbox"/> <u>Site Plans</u> (Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view) | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Construction, erection, enlargement, alteration or repairs of or to residential buildings with more than four dwelling units or buildings of any occupancy, including residential, with a total of 4,000 sq.ft. or more shall be sealed by a registered engineer or architect. RCW 18.08.410 | <input type="checkbox"/> |
| <u>ALL</u> _____ <input type="checkbox"/> Title block indicating name, address, phone number of applicant and owner, and property (site) address
(Contact Building & Planning for address verification or applications for new addresses prior to intake appointment) | <input type="checkbox"/> |

Construction Plans (2 complete sets that include the following):

- | | |
|---|--------------------------|
| _____ <input type="checkbox"/> Building Elevations | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Floor Plan of each floor and basement | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Proposed uses in the building with floor areas calculated for each use | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Beam, header, girders, columns, and post sizes | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Direction, size, and spacing of all floor and ceiling framing members..... | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Floor and wall assemblies..... | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Building-Section showing details of footings through roof..... | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Stairways and handrails (if multi-level)..... | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Guardrail and rails. | <input type="checkbox"/> |

(OFFICE USE ONLY ----- PLANS SEPARATED FROM FILE: YES or NO)**Additional items (if required):**

- | | |
|---|--------------------------|
| <input type="checkbox"/> Two (2) copies of structural calculations (wet stamped by engineer)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Two (2) copies of floor and roof truss calculations | <input type="checkbox"/> |
| <input type="checkbox"/> Two (2) copies of WA State Energy Code Compliance form. (http://www.energy.wsu.edu/code/) ...
<i>(required for all applications adding 250sq ft or more of heated or cooled space)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> Two (2) copies of soils report from a licensed Geo-technical Engineer if geological hazard areas or steep slopes are present on area to be altered | <input type="checkbox"/> |
| <input type="checkbox"/> One (1) copy of Mechanical Worksheet..... | <input type="checkbox"/> |
| <input type="checkbox"/> One (1) copy of Plumbing Worksheet | <input type="checkbox"/> |
| <input type="checkbox"/> The applicable fee (Plan Review Fees) | <input type="checkbox"/> |

Other items may be required to be submitted for an application in order to ensure that the application is consistent with the Cowlitz County Code