CITY OF Federal Way

DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003-6325
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

All projects that require plan review must be submitted electronically. Please visit our website at cityoffederalway.com/page/permit-center to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review. Documents that are incorrectly named or formatted will not be accepted for review.

Single Family Residential Checklist

Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving construction of a new single family residence or addition. **Please note: incomplete applications will not be accepted**.

All environmentally critical areas (wetlands, streams, geologically hazardous areas, and associated buffers) on or within 225 feet of the subject property should be reviewed, delineated, and/or rated prior to submitting a single family building permit application to avoid delay in project review. This may require submittal of a Critical Areas Report and peer review by the city's consultant at the applicant's expense. Contact the Planning Division at 253-835-2655, or planning@cityoffederalway.com, to determine if your property contains critical areas.

Project Name _____

Does the subject property have environmentally critical areas: ☐ Yes ☐ No

Is the subject property located within a shoreline jurisdiction: ☐ Yes ☐ No

Is the subject property located within a special flood hazard area: ☐ Yes ☐ No

GENERAL SUBMITTAL DOCUMENTS

Req.	Sub.	
☐	☐	Completed Building Permit Application form
☐	☐	Single Family Residential Checklist
☐	☐	Check, cash, or Visa/MasterCard for applicable fees
☐	☐	Certificate of Water Availability (for new construction only) w/Fire Flow Calculations
☐	☐	Certificate of Sewer Availability (for new construction only) **OR**
☐	☐	Copy of the septic approval packet from the King County Health Department (for new construction or additions that include bedrooms or construction that is closer than the existing structure[s] to the septic system or drain field).
☐	☐	Building Requirements
☐	☐	Planning Requirements
☐	☐	Public Works Requirements

MINIMUM DRAWING REQUIREMENTS

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and dated (subsequent revisions shall be dated as well) and each drawing therein should be labeled.
- Architectural plans must be drawn to scale (¼" or ⅛"), dimensioned, and labeled.
- Site and civil plans must be drawn to scale (1" = 20' minimum), dimensioned, and labeled.
- Plans will not be accepted if they have been reduced in scale by photocopying.
- **Minimum** plan sheet size is 11" x 17"; **maximum** plan sheet size is 24" x 36".
- Plans shall be drawn in indelible blue or black ink. Do NOT use red ink on plans.
- Topographic and boundary survey must be stamped by a surveyor licensed in the state of Washington. Survey datum must be KCAS or NGVD-29.
- All civil plan sheets must be stamped by a civil engineer licensed in the state of Washington.
- Drawings and construction documents prepared by a Washington State design professional, whether required to be or not, must be stamped and signed by the preparer.

BUILDING REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Structural Calculations**
☐	☐	**B. *Washington State Energy Code* Compliance Forms**
☐	☐	**C. Site Plan**
		1. North arrow and vicinity map. 2. Basic data (type of structure, square footage, location). 3. Show adjacent right(s)-of-way and street name(s). 4. Include any easements, including required setbacks or restrictions. 5. Show the width of driveway, describe paving materials and show setbacks from property lines. 6. Show the size, location, setbacks, and use of existing buildings, including their setbacks from property lines and each other. 7. Show the size, location, setbacks, and use of new buildings and additions, including their setbacks from property lines and each other. 8. Show any existing structures to be demolished or removed. 9. Show existing and proposed site topography in two-foot contours. 10. Indicate finished floor elevations and provide elevation readings at each structure corner. 11. Show the location of utilities (water, septic, gas, etc.) and their connection to buildings or additions. 12. Show how the required number of tree units will be achieved through retention or replanting. 13. Provide a list of existing impervious areas in square feet, including structures, concrete, gravel, etc., and proposed impervious areas. Indicate total lot size in square feet and show calculations for total percentage of lot coverage by impervious area. 14. Show location of proposed and existing rockeries and/or retaining walls; indicate height of walls and proposed materials. **Retaining walls over four feet from the base of the footing, or holding back a surcharge, requires a separate permit.** 15. Show the setback lengths to a well or septic system component, if applicable. 16. Show any environmentally critical areas with required buffers and/or setbacks. Critical areas include wetlands, streams, regulated lakes, and geologically hazardous areas. 17. Show proximity of construction to the ordinary high water mark of any designated shoreline.

☐ ☐	**D. Foundation Plan** (design must be based on 2000 psf, unless otherwise specified)
	1. North arrow. 2. Outline of perimeter foundation, concrete slabs, patios, etc., with dimensions. 3. Location and size of exterior and interior bearing footings/foundations. Specify pier sizes and show thickened footings where posts are supported on exterior footing. 4. Specify the size and spacing of required reinforcing steel. 5. Walls supporting more than four feet of unbalanced backfill that do not have permanent lateral support at the top and bottom shall be designed by a Washington State licensed professional. 6. Specify thickness of concrete cover over rebar. Specify at least a 3.5" (89 mm) thickness for concrete floor slabs on grade. 7. Show the location, size, embedment, and spacing of anchor bolts and hold-downs. 8. Show the location of the underfloor ventilation. 9. Fills over four feet in height (measured from the bottom of the footing to the top of the wall) require engineering. All drawing pages and calculations must be stamped and signed by a Washington State engineer.
☐ ☐	**E. Floor Plan**
	1. North arrow. 2. Specify project square footage and room dimensions. 3. Specify proposed use of all rooms and spaces, i.e., bedroom, bathroom, closet, pantry, etc. 4. Show window and door locations and sizes. 5. Show location of plumbing, heating, and mechanical fixtures and equipment. 6. Show location of crawl space access. 7. Show location of attic access.
☐ ☐	**F. Framing Plan**
	1. North arrow. 2. Specify the size, species, grade, spacing, and span of all framing members for each floor level. 3. Provide the header sizes over openings. 4. Show beam locations, materials, spacing, and sizes. Show posts under beams. 5. Show floor joist sizes, directions of run, spans, and spacing. 6. Show ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans, and spacing. 7. Clearly show bearing walls and provide nailing schedule(s). **All braced wall panels must be clearly indicated on the plans.** 8. Show posts under all beams and specify the size, grade, species, and height. 9. Show all connections that resist seismic forces. Specify the brand and model numbers of all hold-downs and connectors. 10. Indicate location of all braced wall panels on the plans. Designs that do not meet prescriptive requirements must be designed and stamped by a Washington State Registered Professional Engineer. Engineer's calculations are required on the specifications and drawing pages.
☐ ☐	**G. Elevations**
	1. Provide a directional label for each elevation (north/south/east/west). 2. Specify the height above finish grade to: a) Finished floor; b) Top plate/ceiling; and c) Highest point of the structure. 3. Show existing and finished grade lines. 4. Show height of structure from Average Building Elevation (ABE) to midpoint of highest pitched roof; indicate how the ABE was calculated. 5. Specify all finish materials to be utilized. 6. Show all doors and windows; distinguish between openable and fixed.

☐ ☐	**H. Building Cross Sections**
	1. Provide complete foundation sections and details that show the minimum foundation sizes. Show backfill to top of interior footings. 2. Specify mudsill material (cedar or pressure treated). 3. Detail positive connection between posts and beams to ensure against uplift and lateral displacement. 4. Wood joists closer than 18" (457 mm), or wood girders closer than 12" (305 mm) to grade shall be shown as an approved wood of natural resistance to decay or treated wood. 5. Show components of wall construction, including exterior and interior wall finishes, and specify insulation R-value. 6. Show ceiling construction (size and spacing of joists) and R-value of insulation. 7. Show the roof structure, including size and spacing of joists, rafters or pre-manufactured truss spacing, R-value of insulation, and insulation baffles. 8. Detail roof construction, including sheathing, underlayment, and roofing material. 9. Provide a full height section through stairways. Show riser and tread framing materials; riser height; tread width; handrail and guard height above tread nosing; and clearance to ceiling above the stairs measured from a line drawn at and parallel to tread nosing.
☐ ☐	**I. General Notes**
	1. Hard-wired smoke detectors shall be shown on each floor (including basements), in each sleeping room, and at a point centrally located in the corridor or any area giving access to each separate sleeping area. 2. Carbon monoxide detectors shall be located in the immediate vicinity of each sleeping room and on each floor of the home. 3. Show compliance with the ventilation requirements for the attic space. 4. Show compliance with the ventilation requirements of the *International Mechanical Code* (IMC) Section 1507, as amended by the state.
Additional items may be required by the Building Division after initial review.	

I acknowledge that the above required documents/plans contain all the listed information. _____
Initials

PLANNING REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Tree Retention Plan** (may be included on site plan)
		1. North arrow. 2. Specific location, type/species, size, and number of trees to remain and to be removed. 3. Specific location, type/species, size, and number of trees to be replaced, if applicable. 4. Tree Unit Calculation based on FWRC 19.120.130.
Additional items may be required by the Planning Division after initial review		

I acknowledge that the above required documents/plans contain all the listed information. _____
Initials

PUBLIC WORKS REQUIREMENTS

Req.	Sub.	
☐	☐	**A. Drainage and Erosion Control Plan**
		1. North arrow. 2. Show the size, location, setbacks, and use of existing and new buildings and additions. 3. Show existing and proposed site topography in two-foot contours. 4. Show the location of utilities (water, septic, gas, etc.) and their connection to buildings or additions. 5. Show adjacent right(s)-of-way, width, and street name(s). 6. Provide a list of existing impervious area(s) in square feet, including structures, concrete, gravel, etc. 7. Indicate total lot size in square feet. 8. Provide the new impervious area in square feet. 9. Show existing street improvements (sidewalk, curb, gutter, edge of roadway, curb-cuts for driveways, etc.) along the property frontage(s). 10. Show proposed Temporary Erosion and Sedimentation Control (TESC) measures. (Best Management Practices shall apply.) 11. Use directional arrows to show surface drainage. 12. Show grading and clearing limits; indicate approximate cut and fill quantities of site earthwork. 13. Show proposed flow control method for roof, driveway, and any other proposed impervious surface. 14. Show location of all existing and proposed drainage easements and drainage facilities (catch basins, ditches, swales, culvert, detention ponds, etc.) on the property. 15. Provide details for flow control facilities or Best Management Practices (BMPs). 16. Provide sizing calculations for flow control facilities or BMPs.
Additional items may be required by Public Works after initial review		

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Initials

STAFF USE ONLY

File # ___ ___ – ___ ___ ___ ___ ___ ___ – ___ ___ – SF

Intake by: _____

Date: _____