

# RESIDENTIAL ADDITION

## Submittal Checklist



Residential Addition permit applications are intended for project who wish to add square footage to existing residential structures.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

|    |                                                 |                          |
|----|-------------------------------------------------|--------------------------|
| 1  | Building and Fire Prevention Permit Application | <input type="checkbox"/> |
| 2  | Site Plan                                       | <input type="checkbox"/> |
| 3  | Construction Plans                              | <input type="checkbox"/> |
| 4  | Structural Calculations                         | <input type="checkbox"/> |
| 5  | Building Height Calculation Worksheet           | <input type="checkbox"/> |
| 6  | Engineers Truss Drawings                        | <input type="checkbox"/> |
| 7  | Water Availability Letter                       | <input type="checkbox"/> |
| 8  | Sanitary Connection                             | <input type="checkbox"/> |
| 9  | Energy Forms                                    | <input type="checkbox"/> |
| 10 | Mechanical Fixture Count                        | <input type="checkbox"/> |
| 11 | Plumbing Fixture Count                          | <input type="checkbox"/> |
| 12 | Geotechnical Report                             | <input type="checkbox"/> |

*\* Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) ([portal.cityofedgewood.org](http://portal.cityofedgewood.org)). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

### DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Site plans shall be drawn in conformance with the [Site Plan Standards](#).
  - a. Surface Water Compliance – All projects proposing new hard surface areas (roofs, pavement, gravel, etc) must demonstrate surface water compliance. Using our [Storm](#)

[Drainage Minimum Design Requirements for Small Projects](#) worksheet, determine if your project can use prescriptive design methods or if you need a practicing Washington State Register Engineer. Please provide a site plan and applicable supporting documents.

3. Construction Plans – Plans should include the following
  - a. Architectural Drawings – Floor plans, roof plans, designation of room use, elevations, building sections, details, dimension, etc. If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
  - b. Structural Drawings – Structural notes, design criteria, foundation plan, framing plan, shearwall, holdowns, connection details, truss layout, etc. If prepared by a WA State licensed design professional, the plans must be stamps and signed by the design professional.
  - c. Residential Design Standards – Plans shall meet the requirements of the [Residential Design Standards](#) if the proposed design is altering the structure by more than fifty (50) percent of its existing net floor area.
4. Structural Calculations – Structural calculations supporting the construction plan design shall detail the prescriptive path or calculations for lateral and gravity structural design. Calculations performed by a WA State licensed design professional shall bear the stamp of the design professional. This includes but not limited to any and all work performed by the engineer of record, the calculations and all plan sheets that contain structural information, such as design criteria, connection details, footing/foundations, framing, shearwalls and holdowns.
5. Building Height Calculation Worksheet – Additions that increase the height of the existing require a completed [Building Height Calculation Worksheet](#). The building heights shown on the elevations within the construction plans shall be consistent with this worksheet. Benchmarks shall be shown on the site plan and consistent with this worksheet.
6. Engineers Truss Drawings – Please provide the entire truss specification packet that is stamped and signed by the truss manufacturer.
7. Water Availability Letter – Please provided a Water Availability Letter indicating the nearest hydrant and fire flow (GPM) available. Water Availability Letters must be completed and signed by the water purveyor.
8. Sanitary Connection
  - a. *Approval from the Tacoma Pierce County Health Department* complete with stamped approved site plan showing exact location of septic system, the number of allowed bedrooms and proposed addition.

9. Energy Code Compliance

- a. Information shall be included on plans in the construction plan set.
  - i. *Building Thermal Envelope Compliance Method*
  - ii. *Energy Credits (required credits and selected option(s))*
  - iii. *Heating Equipment Type and Sizing*
  - iv. *Window and Door Schedule (including fenestration U-factor(s))*
  - v. *Energy Code Notes (such as high-efficacy lighting)*
  - vi. *Whole House Fan Ventilation Compliance Information*
- b. Supporting Calculations and Worksheets – used to demonstrate energy code compliance shall be provided. Worksheets from [WSU Energy Extension Program](#) may be used.

10. Mechanical Fixture Count – Please provide a completed [Mechanical Fixture Count](#).

11. Plumbing Fixture Count – Please provide a completed [Plumbing Fixture Count](#).

12. Geotechnical Report – Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.

ADDITIONAL STEPS

- ☐ Electrical work shall be applied for under a separate [Electrical Permit](#).
- ☐ Demolition of existing structure(s) shall be applied for under a separate Demolition Permit
- ☐ If full or partial demolition is to occur which would render the building uninhabitable, you must contact the [Puget Sound Clean Air Agency](#) whether there is asbestos or not. Call 1-800-552-3565 with questions or go to PSCAA website for instructions and regulations.

If any document is not provided with this application, please explain using the corresponding item number.

| Item | Reason for Omission |
|------|---------------------|
| 1    |                     |
| 2    |                     |
| 3    |                     |
| 4    |                     |
| 5    |                     |
| 6    |                     |
| 7    |                     |
| 8    |                     |
| 9    |                     |
| 10   |                     |
| 11   |                     |
| 12   |                     |