

RESIDENTIAL REMODEL

Submittal Checklist



Residential Remodels are any project that proposes to alter or repair an existing residential dwelling unit within the existing footprint.

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	☐
2	Construction Plans	☐
3	Structural Calculations	☐
4	Engineers Truss Drawings	☐
5	Sanitary Connection	☐
6	Energy Forms	☐
7	Mechanical Fixture Count	☐
8	Plumbing Fixture Count	☐

** 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). 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. 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.

3. 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.
4. Engineers Truss Drawings – Please provide the entire truss specification packet that is stamped and signed by the truss manufacturer.
5. 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.
6. 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 lightning)*
 - 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.
7. Mechanical Fixture Count – Please provide a completed [Mechanical Fixture Count](#).
8. Plumbing Fixture Count – Please provide a completed [Plumbing Fixture Count](#).

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
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