

SINGLE FAMILY / DUPLEX

Submittal Checklist



A single-family or duplex residence is any detached one or two dwelling structure intended to be occupied for habitation on a single lot.

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	Site Plan	☐
3	Construction Plans	☐
4	Structural Calculations	☐
5	Building Height Calculation Worksheet	☐
6	Engineers Truss Drawings	☐
7	Water Availability Letter	☐
8	Sanitary Connection	☐
9	Energy Forms	☐
10	Mechanical Fixture Count	☐
11	Plumbing Fixture Count	☐
12	Geotechnical Report	☐
13	School Impact Letter – DEFERRED SUBMITAL	☐

** 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. 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.
- b. Landscape Plan – for plats with a landscaping requirement, please include a landscape plan as part of the Site Plan document.
 - c. Streetscape – for plats with a design review requirement, please include a streetscape elevation plan, depicting the subject property and adjacent properties, as part of the Site Plan document.
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 – Please provide 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 - Determine the type of sanitary connection available at the project site and provided one of the following.

- a. Septic - Onsite System – Approval from the Tacoma Pierce County Health Department (TPCHD) complete with stamped approved site plan showing exact location of the onsite septic system and the number of allowed bedrooms.
- b. Septic - Community System – Proof of application of the TPCHD community septic connection permit including the submitted septic design stamped received by the Health Department.
 - i. A copy of the issued sewer connection permit is required to be submitted prior to the issuance of this permit.
- c. Sewer Connections - Proof that the sewer connection permit application is under review by the sewer purveyor
 - i. A copy of the issued sewer connection permit is required to be submitted prior to the issuance of this permit.

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 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.

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.

13. School Impact Letter – Deferred Submittal – Your School Impact Letter must be obtained and uploaded to your permit file prior to issuance. You can obtain this letter directly from the school district. You will be provided with a *School Impact Fee Worksheet*. This worksheet is required to be presented to the School District at time of payment.

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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