

**YOU SHOULD BE AWARE:**

- ☐ **Daylight Plane requirements apply to all new construction and additions. Please refer to the Port Townsend Municipal Code (PTMC) Chapters 17.08 for definitions & 17.16.030 for specific requirements. Show daylight plane on the plans.**
- ☐ **If you are proposing partial or full demolition of a structure that is at least 50 years old, Historic Preservation Committee (HPC) review may be required. Please refer to PTMC Chapter 17.30. Partial demolition includes exterior demolition for additions and remodels.**
- ☐ **The Port Townsend Municipal Code is available at: <http://www.cityofpt.us/municipalcode.htm>**

**This checklist is for new dwellings, additions, remodels, and garages.**

- ☐ Remodels: Provide copy of ORCAA approved Demolition notification if required by ORCAA. [www.orcaa.org](http://www.orcaa.org)

\*If area disturbed is 48 square feet or more.

- ☐ Washington State Energy & Ventilation Code forms
- ☐ Plans with North arrow and scaled, no smaller than ¼" = 1 foot:
  - ☐ A site plan showing:
    1. Legal description and parcel number (or tax number),
    2. Property lines and dimensions
    3. Setbacks from all sides of the proposed structure to the property lines in accordance with a pinned boundary line survey
    4. On-site parking and driveway with dimensions
    5. If creating new impervious surfaces, provide details of on-site stormwater facility e.g., size of raingarden, dry-well, curtain drain, etc. Include percolation test results.
    6. Street names and any easements or vacations
    7. Location and diameter of existing trees
    8. Utility lines
    9. If applicable, existing or proposed septic system location
    10. Delineated critical areas boundaries and buffers
    11. Label retaining wall or rockery locations
  - ☐ Foundation plan:
    1. Footings and foundation walls
    2. Post and beam sizes and spans
    3. Floor joist size and layout
    4. Holdowns
    5. Foundation venting
  - ☐ Floor plan:
    1. Room use and dimensions
    2. Braced wall panel locations
    3. Smoke detector locations
    4. Attic access
    5. Plumbing and mechanical fixtures
    6. Occupancy separation between dwelling and garage (if applicable)
    7. Window, skylight, and door locations, including escape windows and safety glazing
  - ☐ Wall section:
    1. Footing size, reinforcement, depth below grade
    2. Foundation wall, height, width, reinforcement, anchor bolts, and washers
    3. Floor joist size and spacing
    4. Wall stud size and spacing
    5. Header size and spans
    6. Wall sheathing, weather resistant barrier, and siding material
    7. Sheet rock and insulation
    8. Rafters, ceiling joists, trusses, with blocking and positive connections
    9. Ceiling height
    10. Roof sheathing, roofing material, roof pitch, attic ventilation
- ☐ Exterior elevations (all four) with existing slope of the land in relation to all proposed structures
- ☐ If architecturally designed, one set of plans must have an original seal
- ☐ If engineered, one set of plans must have one original seal