



Community Development Department

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Building Permit Checklist

All building permits require:

- ☐ We strongly encourage that **all documents be submitted electronically**. If submitted electronically, paper copies are not required.
- ☐ An application Cover sheet form filled out in full.
- ☐ Any attachment application forms that apply to your project.
- ☐ Plan review fees are due before plan review begins. All remaining fees must be paid before the permit is issued.
- ☐ Building Plans
- ☐ Proposed Site Plan
- ☐ The current energy code checklist.
- ☐ Truss specifications, if applicable.
- ☐ One electronic copy of all documents being submitted.

The site plan shall contain the following information:

A site plan that shows the entire parcel and includes at a minimum the following:

1. drawn to scale; and
2. any proposed new structures with dimensions; and
3. any existing structures with dimensions; and
4. setbacks from the parcel line to all new and existing structures as well as distances between structures; and
5. any proposed or existing water and/or sewer lines with dimensions from the right of way, property lines and structures; and
6. access driveway or easement road, existing and proposed with dimensions and distance from property lines; and
7. any proposed or existing easements that affect the property with dimensions; and
8. show roads and sidewalks and all onsite parking areas with dimensions; and
9. north directional arrow.

****Please note: Additional permits may be required before building permits will be issued. Applicants with projects that contain multiple permits may (are strongly encouraged) to submit applications all at one time to ensure a comprehensive review of the project. Work with staff to determine if you are applying for all the necessary permits for your project. Permits are issued in the following order:

1. Land Use permits, i.e.: SEPA, site plan approval, boundary line adjustment.
2. Civil permits, i.e.: grading, right of way, stormwater.
3. Building permits, i.e.: building, mechanical, plumbing, demolition.