



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180  
 Email: cdd@ci.tumwater.wa.us  
**DETACHED GARAGE/  
 ACCESSORY BUILDING PERMIT**  
 Submittal Checklist

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**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to construct a detached garage/accessory building that exceeds 200 square feet in area on residential property, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

<b>A. APPLICATION</b>	N/A	Provided	<b>Staff</b>
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1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application.

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2. Provide two copies of all plans and two copies of all specifications. Draw plans to scale of 1/4" = 1' or larger. Minimum plan sheet size is 18"x24". All notations and drawings must be clear and legible.

<b>B. SITE PLAN</b>	N/A	Provided	<b>Staff</b>
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1. Draw site plan to scale of 1" = 10' or larger (on lots larger than 10,000 sq. ft., use 1" = 20').

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2. List total square-footage of the site.

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3. Show:
  - a. North arrow; and location and dimensions of all property lines and easements.

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  - b. Vicinity map showing location and names of all streets and alleys (public and private) adjacent to this site.

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  - c. Zoning district.

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  - d. If access to the site is via an easement, provide recorded easement documents.

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  - e. Building setback dimensions from property lines and easements.

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  - f. All street access points, width of access (consistent with garage layout) and driveway.

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  - g. Driveway material; i.e. asphalt pavement, concrete, pavers, etc. and percent of driveway slope.

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  - h. Contour lines in two-foot increments.

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  - i. Impervious surface coverage as a percentage of lot-area.

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<b>B. SITE PLAN (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
j. Elevations of existing and proposed site corners, building corners, and finished floor.			
k. Building height (the highest point of the building).			
l. Flood plain boundaries and certification of high water elevation by a licensed engineer or surveyor must be submitted.			
m. Wetlands or surface water (if any), and any applicable buffers. If yes, submit wetland/riparian report.			
n. Existing and proposed on-site septic systems and reserve areas, with distance to structures. If a new system is proposed, provide approval of septic design from Thurston County Health.			
o. Existing and proposed private wells and 100-foot well-radius, with distances to structures.			
p. Existing and proposed stormwater drainage facilities (including downspouts, dry wells, etc.).			
q. Location of all existing and proposed utilities (water, sewer, gas, meters, electrical power, telephone, cable, etc.).			
r. Exterior storage tanks (e.g. propane) and HVAC equipment.			
s. Existing and proposed street frontage improvements (power and light poles, hydrants, street trees, curbs, gutters, sidewalks, utility vaults, storm drainage, etc.).			
t. Location and types of temporary erosion and sediment control.			
<b>C. FOUNDATION PLAN</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show:			
a. Plan view of foundations/footings/pads and roof drains.			
b. Elevation views of foundation steps, with final grade.			
c. Cross-sections of footing and foundation.			
d. Type and location of hold downs and anchors.			
<b>D. FLOOR PLAN</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show:			
a. Square-footage of each floor.			
b. Use of each room.			
c. Full dimensions of structure.			
d. Location and dimensions of all windows, doors and header sizes.			
e. Dimensions and framing details of joists, beams, posts, ledgers, size/grade/species of lumber, pressure treated.			
<b>E. ELEVATION AND WALL DETAILS</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Provide:			
a. Typical and rated wall details.			
b. Listing of fire-resistive wall designs.			

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**E. ELEVATION AND WALL DETAILS (CONTINUED)** N/A    Provided    **Staff**

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- c. Building elevations – all four (4) sides.
  - d. Full dimensions of structure.
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**F. ROOF PLAN** N/A    Provided    **Staff**

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- 1. Show:
    - a. Sizes and spacing of all rafters/trusses.
    - b. Location of chimneys and skylights.
    - c. Roof covering materials.
    - d. Sheathing material.
    - e. Roof pitch.
  - 2. If using engineered trusses, provide truss specifications.
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**G. EXTERIOR LIGHTING PLAN** N/A    Provided    **Staff**

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- 1. Lighting Plan elements (see attached example):
    - a. Location of all new exterior lighting, including wall-mounted lights. The light locations can be shown on the site plan or on a separate plan.
    - b. Descriptions, illustrations or photos of the types of light fixtures to be installed.
    - c. Legend of the number of each type of light fixture.
    - e. Total number of exterior light fixtures. (Enter number) \_\_\_\_\_
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**H. ELECTRONIC SUBMITTAL** N/A    Provided    **Staff**

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- 1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through G above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.
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I verify that all required documents associated with this application have been submitted.

\_\_\_\_\_  
Signature of Applicant/Representative

\_\_\_\_\_  
Date