



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180 (360) 754-4126 (FAX)  
 Email: cdd@ci.tumwater.wa.us

**MULTI-FAMILY PERMIT  
 Submittal Checklist**

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

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

**SUBJECT PROPERTY INFORMATION**

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

<b>A. PERMIT 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.

<b>B. PLANS</b>	N/A	Provided	<b>Staff</b>
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1. 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>C. FOUNDATION PLANS</b>	N/A	Provided	<b>Staff</b>
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1. Show:
  - a. Plan view of foundations/footings/pads.
  - b. Type and location of footing and roof drains.
  - c. Elevation views of foundation steps, with final grade.
  - d. Cross-sections of footing and foundation.
  - e. Method and total square footage of foundation ventilation.
  - f. Type and location of holddowns and anchors.

<b>D. FLOOR PLAN</b>	N/A	Provided	<b>Staff</b>
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1. Show:
  - a. Square footage of each unit.
  - b. Use of each room.
  - c. Dimensions of buildings and rooms.
  - d. Location and type of furnaces, water heaters, fans, and smoke detectors.
  - e. Plumbing fixtures (including grinder pump specs if applicable).
  - f. Location and dimensions of doors and windows (identify egress windows).
  - g. Dimensions and framing details of decks (joists, beams, posts, ledgers, size/grade/species of lumber).

## Multi-Family Permit Submittal Checklist

<b>E. ELEVATIONS AND WALL DETAILS</b>	N/A	Provided	<b>Staff</b>
1. Provide:			
a. Typical and rated wall details.			
b. Listing of fire resistive wall designs.			
c. Elevation view of rated party wall.			
d. Details of party wall fire separation.			
e. Building elevations.			
d. Door and window schedule.			
<b>F. ROOF PLAN</b>	N/A	Provided	<b>Staff</b>
1. Show:			
a. Sizes and spacing of rafters (provide stamped engineered truss specifications).			
b. Chimneys and skylights.			
c. Roof pitch and covering materials.			
d. Sheathing type and dimensions.			
e. Attic venting.			
<b>G. COUNTY ENVIRONMENTAL HEALTH APPROVALS</b>	N/A	Provided	<b>Staff</b>
1. Provide:			
a. Certificate of water availability (for a private well).			
b. Approval of septic system.			
<b>H. ENERGY CODE REQUIREMENTS</b>	N/A	Provided	<b>Staff</b>
1. Provide:			
a. Washington State Energy Code form.			
b. Fuel source for furnaces, water heaters and other appliances.			
<b>I. ADDITIONAL INFORMATION</b>	N/A	Provided	<b>Staff</b>
1. Wetland/riparian area report.			
2. Geotechnical report.			
3. Tree protection plan. For infill lots not reviewed as part of a new plat, show all trees 6" in diameter 4.5' above ground (see land clearing permit submittal checklist).			
4. If structure is located in a high ground water or flood hazard area, certification of high water elevation by a licensed engineer or surveyor must be submitted.			
<b>J. ELECTRONIC SUBMITTAL</b>	N/A	Provided	<b>Staff</b>
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through I above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.			

I verify that all required documents associated with this application have been submitted.

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

\_\_\_\_\_  
Date