



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180 (360) 754-4126 (FAX)  
 Email: cdd@ci.tumwater.wa.us  
**NEW ONE- & TWO-FAMILY 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 for us to consider your application complete, all items on this checklist shall be submitted unless otherwise waived by Staff. Applications will not be accepted unless all of the required information is submitted.

<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 building plans to scale of 1/4" = 1'. All notations and drawings must be clear and legible.

<b>C. SITE PLAN</b>	N/A	Provided		<b>Staff</b>
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1. Provide two copies of the proposed site plan. Draw plan to scale of 1" = 10' (on lots larger than 10,000 sq. ft., use scale of 1" = 20').
2. List parcel number(s) and indicate total square-footage of the site.
3. Show:
  - a. North arrow, locations and dimensions of all property lines and easements.
  - b. Vicinity map showing location and names of all streets and alleys (public and private) adjacent to the site.
  - c. Zoning district.
  - d. Distances to structures, property lines and easements. If access to the site is via an easement, provide recorded easement documents.
  - e. Building setback dimensions from property lines.
  - f. All street access points, width of access (consistent with garage layout) and driveway.
  - g. Location of all proposed exterior lighting, including wall-mounted lights.
  - h. Driveway material; i.e. asphalt pavement, concrete, pavers, etc. and percent of driveway slope.
  - i. Contour lines in two-foot increments.
  - j. Building coverage as a percentage of lot area.

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<b>C. SITE PLAN (CONTINUED)</b>	N/A	Provided	Staff
k. Building height (the highest point of the house).			
l. Elevations of existing and proposed site corners, building corners, and finished floor.			
m. Floodplain boundaries and certification of high water elevation by a licensed engineer or surveyor.			
n. Wetlands or surface water (if any), and any applicable buffers. If yes, submit wetland/riparian report.			
o. Existing and proposed on-site septic systems and reserve areas, with distances to structures. If a new system is proposed, provide approval of septic system design from Thurston County Health.			
p. Existing and proposed private wells and 100' well radius, with distances to structures. If proposing a new well, provide certificate of water availability (for a private well).			
q. Existing and proposed stormwater drainage facilities (including downspouts, dry wells, etc).			
r. Location of all existing and proposed utilities (water, sewer, gas, meters, electrical power, telephone, cable, etc).			
s. Exterior storage tanks (e.g. propane) and HVAC equipment.			
t. Existing and proposed street frontage improvements (power and light poles, hydrants, street trees, curbs, gutters, sidewalks, utility vaults, storm drainage, etc).			
u. Location and types of temporary erosion and sediment control.			
<b>D. FOUNDATION PLAN</b>	N/A	Provided	Staff
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 hold-downs and anchors.			
<b>E. FLOOR PLAN</b>	N/A	Provided	Staff
1. Show:			
a. Square-footage of each floor.			
b. Use of each room.			
c. Dimensions of building and rooms.			
d. Location and type of furnaces, water heaters, fans, smoke detectors, and carbon monoxide 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).			

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**F. ELEVATIONS AND WALL DETAILS** N/A   Provided   **Staff**

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- 1. Provide:
    - a. Typical and rated wall details.
    - b. Listing of fire-resistive wall designs (duplex or townhouse)
    - c. Building elevations – all (4) sides.
    - d. Exterior wall details when exterior wall is less than 5 feet to property line.
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**G. ROOF PLAN** N/A   Provided   **Staff**

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- 1. Show:
    - a. Sizes and spacing of rafters (provide specifications for engineered trusses).
    - b. Roof pitch and covering materials.
    - c. Sheathing type and dimensions.
    - d. Attic venting.
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**H. ENERGY CODE REQUIREMENTS** N/A   Provided   **Staff**

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- 1. Provide:
    - a. Completed Washington State Energy Code form.
    - b. Fuel source for furnaces, water heaters and other appliances.
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**I. EXTERIOR LIGHTING** N/A   Provided   **Staff**

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- 1. Provide:
    - a. Descriptions, illustrations or photos of all of the types of lighting fixtures to be installed.
    - b. Total number of exterior light-fixtures. (Enter number) \_\_\_\_\_
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**J. ADDITIONAL INFORMATION** N/A   Provided   **Staff**

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- 1. Provide:
    - a. Tree protection plan. For infill lots not reviewed as part of a new plat, show all trees six inches in diameter 4.5' above ground (see Land Clearing Permit checklist).
    - b. Storm Water Pollution Prevention Plan (SWPPP).
    - c. Erosion control plan, i.e. silt fence, straw mulch, straw waddles, etc).
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**K. 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 B through J 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

\_\_\_\_\_  
Date