



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

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____ EMAIL: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to add on to an existing residential building, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

A. PERMIT APPLICATION	N/A	Provided	Staff
------------------------------	-----	----------	--------------

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.

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. SITE PLAN	N/A	Provided	Staff
---------------------	-----	----------	--------------

1. Draw site plan to scale of 1" = 10' or larger (on lots larger than 10,000 sq. ft., use 1" = 20').

2. List parcel number(s) and total square-footage of the site.

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

 - b. Vicinity map.

 - c. Zoning district.

 - d. Distances from structures to property lines and easements.

 - e. Location and names of all streets and alleys (public and private) adjacent to the site.

 - f. All easements that must be crossed to access the property (for landlocked properties, provide recorded easement agreement).

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

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

 - i. Contour lines in two-foot increments.

 - j. Elevations of existing and proposed site corners, building corners, and finished floor.

 - k. Building coverage as a percentage of lot-area.

Residential Addition Permit Submittal Checklist

B. SITE PLAN (CONTINUED)	N/A	Provided	Staff
l. Existing and proposed retaining walls and rockeries (including heights).			
m. Building height (the highest point of the building).			
n. Wetlands or surface water (if any), floodplain boundaries (reference the FIRM panel) and any applicable buffers.			
o. Existing and proposed on-site septic systems and reserve areas, with distance to structures.			
p. Existing and proposed private wells and 100-foot well radius, with distance to structures.			
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.			
C. FOUNDATION PLAN	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, and attachment to existing house foundation.			
e. Total square-footage of foundation ventilation.			
f. Type and location of hold-downs and anchors.			
g. Elevation views of foundation steps, with final grade.			
D. FLOOR PLAN	N/A	Provided	Staff
1. Show:			
a. Existing and proposed floor plan.			
b. Square-footage of each floor.			
c. Use of each room.			
d. Dimensions of buildings and rooms.			
e. Location and dimensions of all windows, doors and header sizes.			
f. Plumbing fixtures (including grinder pump specs, if applicable).			
g. Location and type of furnaces, water heaters, and fans.			
h. Dimensions and framing details of joists, beams, posts, ledgers, size/grade/species of lumber, pressure treated.			

Residential Addition Permit Submittal Checklist

E. ELEVATIONS AND WALL DETAILS	N/A	Provided	Staff
---------------------------------------	-----	----------	--------------

1. Provide:
 - a. Typical and rated wall details.
 - b. Listing of fire-resistive wall designs.
 - c. Building elevations – all four (4) sides.
 - d. Door and window schedule.
-

F. ROOF PLAN	N/A	Provided	Staff
---------------------	-----	----------	--------------

1. Show:
 - a. Sizes and spacing of all rafters/trusses.
 - b. Location of chimneys and skylights.
 - c. Roof pitch and covering materials.
 - d. Sheathing materials.
 - e. Attic venting.
 2. If using engineered trusses, provide truss specifications.
 3. Show ridge plan of new and existing roof and over frame details.
-

G. COUNTY ENVIRONMENTAL HEALTH APPROVAL	N/A	Provided	Staff
--	-----	----------	--------------

1. Provide:
 - a. Certificate of water availability (for a private well).
 - b. Approval of septic system design.
-

H. ENERGY CODE REQUIREMENTS	N/A	Provided	Staff
------------------------------------	-----	----------	--------------

1. Provide:
 - a. Completed Washington State Energy Code form.
 - b. Fuel source for furnaces, water heaters and other appliances.
 - c. Existing source of heat.
-

I. ADDITIONAL INFORMATION	N/A	Provided	Staff
----------------------------------	-----	----------	--------------

1. Tree protection plan if removing trees. For infill lots not reviewed as part of a new plat, show all trees six inches in diameter 4.5 feet above ground (see Land Clearing Permit submittal checklist).
 2. If structure is located in a high ground water or flood hazard area, certification by a licensed engineer or surveyor must be submitted.
-

J. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
--------------------------------	-----	----------	--------------

1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B 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

Date