



ACCESSORY STRUCTURE PERMIT APPLICATION

Application fee of \$30 and Plan Review fee are due upon submittal

Plan review fee is 65% of permit fee

Permit fee is based on the total square footage of the accessory structure and is due at issuance

Garage Pole Building Deck Carport Patio Cover Shed >200 sf

Site Address:

Applicant Name:

Phone:

E-mail address:

Mailing Address:

Property Owner:

Phone:

E-mail address:

Contractor:

Phone:

E-mail address:

WA State Contractor's License (required):

Describe what you plan to do (Example: construct 450 sf detached garage):

Total square feet of new structure:

Required Documents:

A **pdf** of complete construction plans

- See Residential Plan Review checklist
- Structures 32' wide or greater require engineered footing and foundation

Site plan

- **Dimensions required** (see example handout)

Unconventional construction may require design by a licensed WA State Engineer or Architect.

I certify, by checking this box and printing my name below, that the information submitted in this application packet is true and accurate. Determination of information to be in error could result in revocation of permit.
I understand that this application is not deemed filed until fees are paid.

Printed Name of _____ Date: _____
Property Owner, Owner's Authorized Agent, OR Contractor

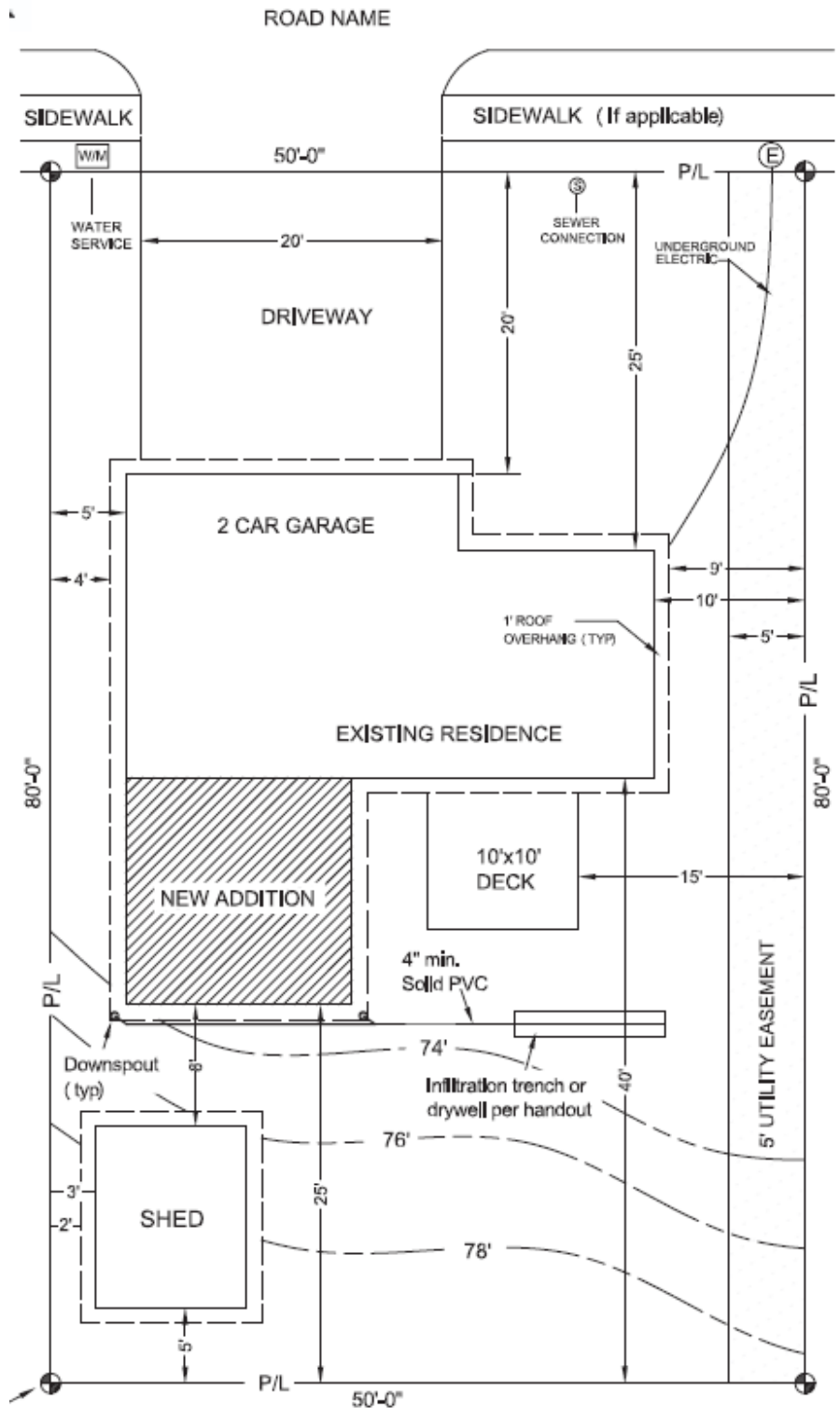
EXAMPLE SITE PLAN

Parcel # 360724580001



Minimum site plan requirements:

- Incomplete or illegible site plans will not be accepted.
- Dimensions shown are for illustration only.
- Parcel number or legal description.
- Property lines.
- North arrow.
- Names of all roads abutting property.
- Location of water and sewer connections.
- Show storm system.
- Show electric service as either above ground or below ground.
- All dimensions of parcel.
- Ground contours in 2' maximum increments.
- Distance from all buildings and parking areas to property lines.
- Distance between all buildings on the parcel.
- Distance of roof overhangs or other projections to property lines.
- Dimensions of all off-street parking.
- Locations and dimensions of all easements.
- Locations and sizes of decks, retaining walls, rockeries, and similar items.



RESIDENTIAL PLAN REVIEW CHECKLIST

Please note: Applications will not be accepted without the following information checked off by the applicant

SITE PLAN (See Site Plan Example):

Please be sure your site plan shows:

- All distances to property lines and existing building(s) from proposed building(s)
- Utility connections showing the Size & Location
- Driveway location with width dimension
- Landscaping / Required Trees
- Irrigation system showing the location of Back-Flow Device
- Location of outdoor lighting and conduits

STRUCTURAL PLANS (1/4" = 1' minimum scale) 1 set in PDF file (preferred) or maximum size 11 x 17

Please be sure your structural plan shows:

FOUNDATION PLAN showing cross section & plan view

- | | | | |
|------------|-------------|-----------------|---------------|
| Re-bar | Slab | Insulation | Anchor bolts |
| Hold downs | Ventilation | Crawl Space Acc | Footing Sizes |

FLOOR PLAN with Room Dimensions showing

- | | | |
|--|----------|-------------------------------|
| Rooms Labeled | | Total Sq. Ft. /House/Garage |
| Main floor | Basement | 2 nd Floor |
| Water heater location | | Decks |
| Furnace location Gas or Electric | | Door & Window location & size |
| Location / Size Ventilation fans | | Plumbing Fixture locations |
| Smoke & Carbon Monoxide detector locations | | Attic Access location & size |

DETAILS

Please be sure your details show:

- | | | |
|--|-------------|---|
| Stair Cross-Section | | Wall Cross Section w/ insulation R-Values |
| Shear Detail | Shear Walls | Nailing Schedule |
| Support pads, Beams, Posts | | Header sizes |
| Floor Framing Detail | | Fire Blocking |
| Garage Fire wall requirements | | Roof Framing / Truss Plans (eng.) |
| Fireplace Detail (gas / solid fuel) | | Masonry Details |
| Furnace BTU=s, Location, Efficiency Rating, Gas or Electric, Make-up Air | | |

Signed: _____
(Applicant)

Date: _____