

## New Single Family Residences (NSFR)

### Getting Started

[Building permit application \(link\)](#)

[Online permit application \(link\)](#)

Building permits are required for all new construction Single Family Residences.



### Apply For My Permit

The following information must be submitted when applying for a permit to construct a (NSFR). Since every project is unique, there may be some situations where you will be asked to provide additional information.

- ❑ Complete a New 1 and 2 Single Family Dwelling permit application.
- ❑ If lot slope exceeds 15%, submit a geotechnical engineering report prepared by an engineer registered in the State of Washington.

**2 copies of Site Plan** (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')

- ❑ Property lines, with dimensions.
- ❑ Total area (in square feet) of the lot.
- ❑ Adjacent streets and any easements.
- ❑ Property address.
- ❑ North arrow.
- ❑ Distance between buildings and between buildings and property lines.
- ❑ Grade elevations, for lot, at property corners and corners of structure(s)
  - area (in square feet) of any existing or proposed buildings.

**Structural Plans** (Scale of plans to be 1/4"=1')

- ❑ Foundation plan: indicate type of construction being used, showing the size of footing, stem wall, retaining walls and pier pads. Also indicated the size and spacing of girders and/or floor joists and type of sub-flooring.
- ❑ Floor plan: Show floor plan of each floor, including basement and foundation.
- ❑ Show use of all rooms or areas and the size and location of all windows, wall openings and stairs.
- ❑ Roof plan: Show size and spacing of rafters and/or trusses, sheathing and roofing materials. If trusses are pre-manufactured, you must submit the manufacturer's truss layouts and engineering to the Building Department at

- ❑ the time of plan submittal.
- ❑ Cross section; show
- ❑ Elevation: Show elevation of three views. Show grade and pertinent vertical dimensions with a maximum deviation of 2'.
- ❑ Sections and details: Show framing (size and spacing), covering materials, insulation, special beam size and connections and/or anchors, and any other data sufficient to show the correctness of the plans.

Any engineering calculations may be attached to the plans and engineering details incorporated into the plans or cross-referenced on the plans.

## **Plan Review Process**

The building division staff will review construction documents. When they are approved with comments or with revisions requested and submitted by applicant, the applicant will be notified. Note: It is the responsibility of the applicant to maintain an active application by not letting it expire by limitation.

All associated impact fees and permits may then be paid for and permits secured. Note: It is the responsibility of the applicant to maintain an active application by not letting it expire by limitation (90 days).

Start construction by placing all required erosion control in place prior to any construction activity and inspections. Note: See inspection checklists for a basic guide of building code requirements to verify prior to scheduling inspections.