



# DOUGLAS COUNTY

## TRANSPORTATION & LAND SERVICES

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### **BUILDING PERMIT APPLICATION CHECKLIST**

#### **COMMERCIAL CONSTRUCTION**

**Critical Area Reports & Shoreline Profiles:** Prior to plan design and submittal check with Land Services to determine if required.

**Check applicable Plat or Binding Site Plan notes and Pre-Application Summary notes for additional requirements.**

**Application and Three (3) Complete Sets of Construction Plans – Be sure that:**

1. All the lines are filled out with appropriate information or N/A.
2. Application signed and dated.
3. All sets of plans must be identical.
4. Online approval will be required for EWW, CDHD, DCSD, DCFD, DC Eng., and DC Tran prior to permit issuance. If access is by a state route, written verification of legal access is required.
5. Engineered stamped plans are required for pole buildings greater than 1200 sq.ft.

### **BUILDING PLAN CHECK LIST-VERIFY THAT THE FOLLOWING INFORMATION IS INCLUDED**

**Electronic submittals accepted/required by portable device with hard copy requirements**

**Site plan – To Scale:**

1. Lot dimensions.
2. Property lines.
3. All existing and proposed structures, including retaining walls.
4. Set-backs (distance) to property lines and existing structures.
5. Driveways and access easements.
6. Utility easements.
7. Any steep slopes (30% or greater- per IRC-403.1.7) and or fill areas.
8. Location of liquid petroleum (LPG) gas tanks. Indicate distance from LPG tank to any opening in house wall or foundation as well as any source of spark ignition and nearby property lines.
9. Critical area buffers.
10. Ordinary high water mark.
11. PUD Easement Lines (G and or K as applicable) - Contact Chelan PUD 509-661-4244

**Exterior Elevations – To Scale:**

1. Finish floor level and finish grade at exterior.
2. Location of windows and doors.
3. Type of siding, roofing and roof pitch.
4. Chimney locations and height.
5. Provide profile or elevation for sloping lots. Show original and proposed grade (building height is measured from original grade).
6. Slope of driveway (percentage of slope equals difference in elevation between garage slab and roadway, divided by length between garage and roadway).

**Footing and Foundation – To Scale (feet and inches):**

1. Footing and foundation layout. Include all structural dimensions.
2. Provide section view of footing and foundation including height and width, foundation plate, anchor bolt and depth below finished grade. Show reinforcing and specify size.
3. Show all thickened slab supporting bearing walls.
4. Show all pier pads and supporting beams.
5. Show slab insulation and thermal breaks between conditioned slabs and non-conditioned slab areas.
6. Show all components of the foundation ventilation.

**Floor Framing Plan – To Scale:**

1. Show all size, types and spacing of joist and beams.
2. Provide location and size of all beam supports and pads.
3. Show location and size of crawl space access.

### **Floor Plan – To Scale:**

1. Provide a floor plan of each level – designate room use and include all structural dimensions.
2. Plans for an addition must include a plan of rooms in existing areas adjacent to new addition.
3. Include all door (incl. porch landing) and window locations and sizes.
4. Bedrooms require at least one (1) egress window.
5. Provide location of smoke alarms and carbon monoxide alarms.
6. Stairway locations and details, including landings, rise and run (split landings not permitted).
7. Guardrail and handrail details.
8. Decks and exterior roof covers, including all framing details, ledger attachment, anchoring, and dimensions.
9. Location of exhaust fans and access to the attic.
10. Plumbing fixtures, fireplaces, counters, fuel burning devices, laundry equipment, hot water tank, furnaces and other appliances.

### **Roof Framing Plan:**

1. Joist and rafter size / spacing and beam sizes / locations.
2. Truss system: Include site specific truss layout in plans with specifications sheet, or a site specific truss letter from the truss manufacturer indicating proper snow load with the specification and layout sheet to follow prior to framing inspection. **Site built trusses not permitted.**
3. Skylight locations.

### **Exterior Wall, Roof & Foundation View Section Plan – Sections through exterior wall showing:**

1. Connection details of all critical construction points.
2. Finish floor to finish ceiling heights.
3. Footing and foundation wall.
4. Location and size of footings/piers.
5. Show finished grade and depth of footings.
6. Crawl space height measured from ground cover to lowest beam and floor joist.
7. Floor joists size and spacing.
8. Studs – size, spacing.
9. Wall Sheathing.
10. Roof framing details.
11. Ceiling joists – size and spacing.
12. Trusses/Rafters – size, spacing and attic ventilation.
13. Roof sheathing and covering.
14. All floor, wall and ceiling insulation, expressed in R values

### **Energy Code Compliance (Carry details to plan sheets)**

1. Insulation R-Values for exterior walls, floors, attics, and joist vaults per path.
2. Slab on grade (inside conc. R-10, outside conc. R-12) and thermal breaks per path.
3. Exterior doors (max. U-20) and window U-factors per path.
4. NREC forms with heat load calculations (obtained from the mechanical contractor) and equipment schedule.

### **Fire Sprinkler Systems**

1. Plat location may require fire sprinkler system, Verify with recorded plat documents and Pre-Application meeting summary notes
2. If other than loop system, a double check valve is required and must be tested prior to occupancy.

### **Storm Water Pollution Prevention Plan (SWPPP) – Contact DC Transportation for Details**

1. A SWPPP is always required adjacent to a shoreline and may be required in other locations prior to issuance of a building permit.
  2. The lot owner is responsible for taking measures necessary to prevent sediment from discharging on to the public right-of-way and/or adjacent properties.
  3. Discharge of storm water and/or sediment on to the public right-of-way and/or adjacent properties shall result in revocation of the building permit, until such time that:
    - a. Corrective action has been taken to prevent further discharges,
    - b. Sediment has been cleaned from the roadway and storm systems, damage to adjacent properties is addressed to the satisfaction of Douglas County.
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