



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

Community Development Department
321 S. Balsam St., Moses Lake, WA 98837
Telephone (509)764-3756

The following is general information on building permit submittal requirements. Before applying for a building permit call the Community Development Department at (509)764-3756 to see that planning requirements are being addressed and your proposed project meets the requirements for its zone or stop by our office for more information specific to your project.

SUBMITTAL REQUIREMENTS:

- ◇ A completed permit application. Permit Fee is calculated when application is submitted. Plan Review fee is paid at time of submittal.

SITE PLAN:

- ◇ Two (2) scaled (1"=20'), site plan (maximum: 11 x 17) separate from building plans.

Please include:

- *Property line
- *Sidewalk and curb
- *Easements
- *Fences
- *Covered porches, patios, slabs with measurements shown
- *Driveways and walkways (indicate material used)
- *Buildings (length & width)
- *Garages, attached or detached, with measurements
- *Other relevant site development or site limitations
- *Distance from the property lines to the nearest edge of the structure on all sides.
- *Utility locations
- *Indicate type and show location of trees if required
- *North arrow
- *Call out lot dimensions, plat name, lot, block, address including directional and Dr., St., Rd., etc.

*The City of Moses Lake may require additional Information above and beyond the checklist items to review the application.

PROPOSED STRUCTURE:

- ◇ Two (2) copies of scaled plans including:
 - *Height from grade to highest point of structure
 - *Roof pitch
 - *Structural detail (floor framing and truss specs)
 - *Elevation detail
 - *Footing/foundation details
 - *Architectural details including floor plans, cross section detail, occupancy, building type, all square footage detail (including balconies, lofts, basements etc.)
 - *See reverse side for more specific detail outline.
- ◇ Two (2) Residential Energy Code forms (signed)

NOTE: 3-plex and larger require sprinkler systems and are reviewed under the IBC.

ADDITIONAL INFORMATION:

Permit applications are available at Civic Center Annex or on the City's website, www.cityofml.com. You will find them under:

- Departments
- Community Development
- Forms and Applications Basic Forms

We do not accept electronic submittals at this time.

Use this checklist before submitting your application and the two sets of required plans, to ensure that you are providing all of the information that we need for plan review.

I. Footing

- ⇒ Site plan with setbacks and building dimensions
- ⇒ Engineer Soil Report (if required)
- ⇒ Size/Depth

2. Foundation Plan

- ⇒ Length/Width of foundation
- ⇒ Size/Width of wall
- ⇒ Support for brick veneer
- ⇒ Reinforcement
- ⇒ Waterproof
- ⇒ Access door and vents
- ⇒ Crawlspace height/clearance
- ⇒ Pier size/spacing
- ⇒ Girder size
- ⇒ Vapor barrier

3. Floor Plans and Wall Sections

- ⇒ Minimum size egress windows
- ⇒ Safety glazing
- ⇒ Floor joist type/size/spacing
- ⇒ Engineer design floor system
- ⇒ Subfloor size
- ⇒ Wall studs-size/spacing
- ⇒ Header-size
- ⇒ Beams-size/spacing
- ⇒ Bearing support for beams-size
- ⇒ Insulation-Floor/wall/Ceilings -R value
- ⇒ Chimney-clearance from combustibles
- ⇒ Attic access– ventilation
- ⇒ Smoke detectors
- ⇒ CO detectors

4. Structural Members

- ⇒ Correct location of beams
- ⇒ Design to carry all imposed loads
- ⇒ Adequate bearing of point loads
- ⇒ Exposed wood members protected from decay
- ⇒ Require bracing/blocking of exterior walls
- ⇒ Vapor Barrier

5. Stairs

- ⇒ Minimum size/width
- ⇒ Tread/riser sized
- ⇒ Winders/landing size
- ⇒ Handrail/guardrail height
- ⇒ Pickets spacing

6. Roof Section Details

- ⇒ Engineered truss designs
- ⇒ Rafter-size/spacing
- ⇒ Roof sheathing-size
- ⇒ Roof material
- ⇒ Roof ventilation

7. Elevations

- ⇒ Correct representation of house in relation to floor plan building heights
- ⇒ Window/door location/size
- ⇒ Location of steps to grade
- ⇒ Chimney crickets (if required)
- ⇒ Positive drainage

8. Decks

- ⇒ Footing-size/depth
- ⇒ Posts– pier/size
- ⇒ Stairs-size/width
- ⇒ Attachment/flashing/bolting
- ⇒ Girder size/floor joists/span

9. Garages

- ⇒ Slope floor
- ⇒ Vapor barrier
- ⇒ Fire separation/sheetrock
- ⇒ Fire rated doors
- ⇒ Exterior wall sheathing

10. Energy

- ⇒ Window U-values
- ⇒ HVAC Equipment
- ⇒ Fresh air method