

Permitting Process for Residential New Construction

Required for submittal

- A complete set of plans (*Minimum page size 11 x 17*):
 - Foundation Plan
 - Details & Sections
 - Floor Plan
 - Exterior Elevations
 - Trusses
 - Washington State Energy Credits Used (per 2018 WSEC)

- A complete site plan – see Site Plan Aide

It will be your responsibility to print and make available onsite, the approved construction plans (*minimum page size - 11 x 17*) after the building permit has been issued.

What we do with your submittal

- 1) Your site plan is routed to Building, Planning & Development Services for review and approval.
- 2) The Permit Coordinator will calculate the cost of your Building Permit based on the square footage of the plan and assess water and sewer fees. Water and sewer fees are due at the time the building permit fee is paid if not paid in advance.
- 3) The Development Services Division will determine if a Right of Way permit is necessary.
- 4) Your plans are reviewed by a Building Plans Examiner. Once approved, your plans will be stamped, and they will become available for you to print and have on site during the course of construction.
- 5) This process will generally take a **minimum** of ten business days provided we have all the required information for review.
- 6) When the review is complete (and if the application is approved) by all departments, you will receive a notification with the total amount due.
- 7) Payments are made at the Inspection Services Department – 1st Floor, City Hall or may be mailed; we must have your signature on the building permit and the water/sewer application.