RESIDENTIAL CONSTRUCTION SUBMITTAL CHECKLIST
New Construction, Additions, and Remodel Submittals for
Single Family Residences, Townhomes, & Duplexes

PERMIT SUBMITTAL DOCUMENTS REQUIRED FOR SUBMITTAL:

☐ Signed Permit Application(s) (1 Copy of each, as applicable)
  Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition, Public Works, Water/Sewer Utility, Electrical

☐ Site Plans (3 Copies - 11” x 17” maximum size, 1” = 20’ minimum scale; however, if the parcel is too large to fit on an 11” x 17”, show the entire parcel at 1” = 30’ and provide a blow up of the area where the work is occurring at a minimum of 1” = 20’ on a separate numbered page. Refer to Sample Residential Site Plan (COE Std Dwg: 101)

☐ TESC Plan (2 Copies, if applicable) – submit completed checklist of all 13 elements and show on the site plan where each will be located during and throughout construction.

☐ Drainage Plan (2 Copies, if applicable) – submit completed checklist of all drainage mitigation BMPs and show on the site plan where each will be located for permanent stormwater mitigation.

☐ Land Use Decision (1 copy if applicable) – Any required land use review must be completed prior to permit submittal)

☐ Construction Plans/Floor Plans (2 sets; 1/4” = 1’ minimum scale. If in historical overlay, 3 sets required. 24”x36” maximum sheet size, stapled bound edge, 5/8” thick, all pages uniformly sized, each page consecutively numbered)

☐ Engineering calculations (2 copies, if required)

☐ Drainage, Geo-tech, Wetland Report(s) (1 copy, if required)

☐ Permit Submittal Fee (Plan check fee)
I. **SITE PLAN REQUIREMENTS**

- A site plan is required for all residential permit applications. See *Residential Site Plan (COE Std Dwg: 101)* sample drawing. Building height calculations are required to be on your site plan. See *Building Height Handout*.

- If you are doing any site work (grading, rockeries, retaining walls, fence, utility work, pavement (new or replaced), drainage systems, etc.) you must show and label them on your site plan and submit a Public Works Permit Application with your submittal to permit any work outside of your structure.

- All construction with disturbed land must additionally submit a temporary erosion and sedimentation control plan (*TESC Plan*) see *COE Std Dwg 103* sample drawing.

- All construction with 2000sf or more of new plus replaced hard surfaces (pavement, driveway, patio, roof, sidewalk, etc.) must additionally submit a Drainage Plan and a Small Project Drainage Report satisfying Minimum Requirements 1-5 per the Stormwater Management Manual.

II. **STRUCTURAL PLAN REQUIREMENTS**

- Show all four elevations with roof pitch, materials, finished floor level & plate height(s). Put building height calculations on one of the elevation pages.

- Foundation plan (cross section and plan view) showing: rebar placement, slab, ventilation, access, anchor bolts, sill plate, vapor barrier etc...

- Floor plans showing: each story or level, all rooms labeled for use, dimensions of rooms, location of furnace and hot water tank, all plumbing fixtures, multiple studs and/or posts, window and door sizes.

- Total square footage: living space, garage, covered porches, deck (including stairs)

- Cross section – exterior(s) – all materials/connections.

- Cross section – interior(s) structural framing.

- Floor framing plan showing: each story, all support pads, posts, beams, sizes, connections, all header sizes/bearing, window sizes/openings/class, types of lumber (species and grade), pressure treated lumber.

- Stair cross section showing: construction, fire blocking, headroom, handrail size and height, riser height and tread depth.

- Masonry fireplace/chimney detail(s).

- Building section(s) specific to this structure.

- Roof framing plan(s) showing: trusses, girder truss, hip master, special trusses. If stick frame show: size, species, grade and spacing of all framing members.

- All structural garage details: plan view, cross section, wall and ceiling separation.

- All structural deck details: pressure treated wood, all support pads, post & beam sizes, connections, ledger detail(s), flashing, guardrail (height/spacing of pickets).

- Specify option and details for whole house ventilation system. Simply referencing the code section does not meet the requirement.

III. **WASHINGTON STATE ENERGY CODE (WSEC) COMPLIANCE (2012 ED)**

- Insulation and fenestration requirements by Component (Table R402.1.1 WSEC)

- Energy credits (Table 406.2 WSEC)
IV. **WASHINGTON STATE STRUCTURAL ENGINEER STAMP REQUIRED**

- Foundation walls over 8 feet
- Rockery/Retaining wall over 4 feet
- Sheer and lateral bracing of walls not complying with IRC R602.10 and Table R602.10.1

**APPLICABLE CODES AND REFERENCES**

- International Fire Code (IFC), 2015 Edition and WAC 51-54
- National Electrical Code (NEC), 2017 Edition & WAC 296-46B-010
- Everett Municipal Code, Title 19 Zoning
- City of Everett Stormwater Management Manual
- City of Everett Design and Construction Standards and Specifications for Development
How to Calculate Building Height

If measuring for average base elevation, the first step is to draw the smallest rectangle possible that fits around the footprint of the building. Measure the elevation of the midpoints of each line of the rectangle. The average elevation of those four points represents the ‘average base elevation’. The maximum height is measured from the average base elevation to the highest point of the roofline. However, in Historic Districts and Central Business District (B-3), building height is measured from the highest point of the sidewalk. (see steps on page 2)

When are Height Calculations Needed? All permit applications for new buildings or additions that alter the height must have complete height calculations.

When are Surveys Required? If the height of the building is within one (1) foot of the maximum building height, surveys are required from a professional land surveyor. Refer to the Everett Municipal Code (EMC) 19.39.180.

For example, if the height calculations for your proposed garage measures 14'-6" (between 14 feet and 15 feet); surveys will be required. The attached two forms: Base Elevation Survey and Height Survey will need to be completed by a surveyor. Submit the Base Elevation Survey with your permit application prior to land disturbance. The Height Survey form, used to verify the building’s height, will need to be submitted to the City inspector at the time the framing inspection occurs.

What is the Maximum Height Allowed in the City of Everett? The maximum height varies by zone and type of structure. You may check the Zoning Code online at www.everettwa.gov. NOTE: The numbers in parenthesis in the Development Standards Table may have additional height requirements or refer you to another section of the code for height information.

City Staff Assistance:
City of Everett Permit Services Counter
3200 Cedar Street, 2nd Floor, Everett, WA 98201
425.257.8810 or planning@everettwa.gov
M-F 7:30am – 4pm, closed 12-1
How to Calculate Building Height and Show on Your Plans

Step 1) Find the midpoints.
Stake out the smallest rectangle that encompasses the corners of the proposed building. Label the midpoints “A, B, C, and D” on the site plan.

Step 2) Select Bench Mark = 100’.
Select a fixed bench mark or datum point such as the top of a utility cover, monument in road, or other permanent point that cannot be easily moved. Use the nominal bench mark elevation of 100’ or a surveyed datum elevation. Show your bench mark and the starting elevation on the site plan.

Step 3) Establish the difference in elevation. If the elevation of a point measured is above the bench mark then add to 100’. If the elevation is below the bench mark then subtract from 100’.

Step 4) Calculate the average base elevation and maximum elevation.
Add all midpoints together and divide by 4 to determine the average base elevation. Add the maximum height to the average base elevation to determine the maximum elevation allowed.

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<td>Total Divided by 4 =   Average Base Elevation 28’ max.</td>
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Maximum Elevation Allowed =

Step 5) Show the height calculations.
On your site plan, show your height calculations as shown in the table above. Also show one elevation view of your proposed structure with elevation and height calculations.
# Base Elevation Survey

*(For Surveyor Use Only IF a survey is required. Instructions: Complete this form to determine the average base elevation of the proposed footprint or to locate the highest point of the sidewalk, whichever applies. This form is to be submitted with the building permit application. Include these calculations on the site plan and building plans. During framing, the Height Survey form will be required for the framing inspection. Contact the Planning Department at 425.257.8731 if the structure does not meet the height limit.)*

Date of Survey: __________________________ PERMIT #________________

Property Location Surveyed: ______________________________________
(address and/or parcel #)

Description of Bench Mark: ________________________________________

Bench Mark Elevation: _____________________________________________

| A = ________ | BOX 1 | Highest point of the sidewalk ________ EL |
| B = ________ | | *Submit a map showing the location of the highest point of the sidewalk abutting the property. |
| C = ________ | | |
| D = ________ | | |
| A+B+C+D = ________ / 4 = ________ Average Base Elevation |
| + Maximum Height of ________ (feet) | | |
| = ________ Maximum Elevation Allowed |

**Check:**

**BOX 1** ☐ I, _________________________, certify that I **measured the grade at the midpoints** of the proposed structure at the ☐undisturbed ground elevations / ☐approved topography elevations for the property above.

**BOX 2** ☐ I, _________________________, certify that I **measured the highest point of the sidewalk** for the property above.

____________________________  __________________________
Signature of Surveyor  Date

Company  _________________________

Address  _________________________

Phone/Email  _________________________  seal/stamp
Height Survey

(For Surveyor Use Only IF a survey is required. Instructions: Complete this form prior to the framing inspection. This form will need to be provided to the City inspector at the framing inspection. Contact the Planning Department at 425.257.8731 if the structure does not meet the height limit.)

Date of Survey: __________________ PERMIT # __________________

Property Location Surveyed: ____________________________________________
(address and/or parcel #)

Description of Bench Mark: ____________________________________________

Bench Mark Elevation: __________________________________________________

Fill in the information from the approved Base Elevation Survey for Box 1 or 2 and complete Box 3

| A = ________ | BOX 1 |
| B = ________ |
| C = ________ |
| D = ________ |
A+B+C+D = ________ / 4 = ________ Average Base Elev.

+ Maximum Height of _________ (feet) = _________ Maximum Elevation Allowed

| BOX 2 |
| Highest point of the sidewalk _________ EL |
*Submit a map showing the location of the highest point of the sidewalk.

| BOX 3 |
Actual Elevation*: _________ (elev.) Height of Structure*: _________ (feet)
*Measure from the average base elevation to the roof peak or from the sidewalk to top of roof.

Check:
I, ____________________________, certify that I measured the height of the structure from the ☐ approved average base elevation / ☐ highest point of sidewalk to the top of the ridge/roof. The structure ☐ meets the height limit / ☐ doesn’t meet the height limit.

__________________________ _______________________
Signature of Surveyor Date

__________________________
Company

__________________________
Address

__________________________
Phone/Email seal/stamp
THE FOLLOWING INFORMATION IS REQUIRED ON ALL SITE PLANS
(USE THE CHECKLIST BELOW TO ENSURE ALL REQUIREMENTS ARE CORRECTLY SHOWN)
*NOTE: BOX NUMBERS FOR REFERENCE ONLY AND SHOULD NOT BE SHOWN ON PLAN

☐ 1 SITE ADDRESS, NAME OF OWNER/APPLICANT, PROJECT DESCRIPTION.

☐ 2 LEGAL DESCRIPTION, TAX PARCEL NUMBER.

☐ 3 PARKING CALCULATIONS WITH USES AND NUMBERING OF PARKING SPACES REQUIRED & PROVIDED.

☐ 4 HEIGHT CALCULATIONS WITH BENCHMARK, AVERAGE BASE ELEVATION AND ACTUAL HEIGHT NOTED. REFER TO PLANNING DEPARTMENT "BUILDING HEIGHT HAND OUT".

☐ 5 PERCENT OF LOT COVERAGE BY BUILDING(S) TO INCLUDE TOTAL LOT SIZE (SF) AND FOOTPRINT OF ALL BUILDINGS, IF REQUIRED BY ZONE. GROSS SQUARE FOOTAGES OF BUILDINGS AND THEIR USE.

☐ 6 CALCULATE SURFACE AREA. SHOW EXISTING, PROPOSED AND TOTAL SQUARE FEET OF EACH TYPE OF LOT COVERAGE.

☐ 7 NORTH ARROW (DIRECTION FACING UP) AND SCALE (1" = 40' MINIMUM) (1" = 20' PREFERRED FOR RESIDENTIAL).

☐ 8 LENGTH OF ALL LOT LINES DIMENSIONED ON SITE PLAN.

☐ 9 DISTANCE BETWEEN ALL BUILDINGS, EXISTING AND PROPOSED DIMENSIONED ON SITE PLAN.

☐ 10 PROPOSED AND EXISTING BUILDING SETBACKS FROM ALL LOT LINES. (SHOW SETBACK LINE AND DIMENSION)

☐ 11 UTILITIES. (SEWER, WATER & DRAINAGE) SHOW SIZE OF SERVICE OR PIPE AND LABEL AS EXISTING TO REMAIN, EXISTING TO BE REUSED, OR NEW SERVICE. ALSO SHOW GAS, ELECTRICITY AND LOCATION OF FIRE HYDRANTS.

☐ 12 SHOW ALL EASEMENTS ON SITE INCLUDING, BUT NOT LIMITED TO, INGRESS/EGRESS, WATER, SEWER & DRAINAGE.

☐ 13 SHOW ALL PERIMETER BUILDING DIMENSIONS. NOTE LENGTH OF EAVE OVERHANGS.

☐ 14 ALL DIMENSIONS, LOCATION AND MATERIAL OF PROPOSED AND EXISTING DRIVEWAYS AND CURB CUTS.

☐ 15 ANY CRITICAL AREAS ON SITE AND WITHIN 225 FEET OF THE SITE. SHOW TOP OF SLOPE AND TOE OF SLOPE. SHOW PROPOSED BUILDING SETBACKS FROM SLOPE AND ANY CRITICAL AREA BUFFERS.

☐ 16 DIMENSIONS AND DEPTH OF ANY FILL ON THE SITE. QUANTIFY FILL (CY) IF PROPOSED WITH THIS PROJECT.

☐ 17 ANY PROPOSED OR EXISTING ROCKERIES, RETAINING WALLS AND FENCES. LABEL HEIGHT OF EACH. FENCE HEIGTHS MUST COMPLY WITH ZONING CODE. ROCKERIES AND WALLS OVER 4 FT IN HEIGHT REQUIRE STRUCTURAL ENGINEERING CALCULATIONS.

☐ 18 LANDSCAPING. MAY BE SHOWN ON SITE PLAN FOR SFR AND DUXPEX USES. PROVIDE SEPARATE LANDSCAPE PLAN SHEET(S) IF MULTI-FAMILY OR NON-RESIDENTIAL.

☐ 19 SIGNAGE. SHOW ALL EXISTING SIGNS. SHOW PROPOSED SIGNAGE ON SEPERATE SITE PLAN WITH PERMIT SUBMITTAL.

CONTOURS. SHOW EXISTING AND PROPOSED ELEVATION CONTOURS. CALL OUT FINISH FLOOR ELEVATIONS OF BUILDING(S). ROUGH 2-FT CONTOURS AVAILABLE ONLINE AT HTTPS://EVERETTWA.GOV/MAPEVERETT. REVISE AS NECESSARY TO ACCURATELY REFLECT EXISTING SITE GRADING CONDITIONS.

☐ 21 OPEN SPACE. SHOW OPEN SPACE IF REQUIRED BY ZONING.

☐ 22 DUMPSTER/GARAGE/RECYCLING LOCATION AND SCREENING.

☐ 23 SHEET INDEX [MUST BE LOCATED IN BOTTOM RIGHT HAND CORNER ABOVE SHEET # IN THE TITLE BLOCK.]
PLEASE SELECT ALL BMPs THAT YOU WILL BE USING TO SATISFY EACH REQUIREMENT, AND WHERE APPLICABLE, SHOW THESE ITEMS ON A MAP OF YOUR PROJECT. ALL REQUIREMENTS MUST HAVE AT LEAST ONE ITEM SELECTED.

1. **ELEMENT #1: PRESERVE VEGETATION/MARK CLEARING LIMITS:**
   - **BMP C101:** Preserving Natural Vegetation
   - **BMP C102:** Buffer Zones
   - **BMP C103:** High Visibility Plastic or Metal Fence

2. **ELEMENT #2: ESTABLISH CONSTRUCTION ACCESS:**
   - **BMP C105:** Stabilized Construction Entrance / Exit
   - **BMP C106:** Wheel Wash
   - **BMP C107:** Construction Road/Parking Area Stabilization

3. **ELEMENT #3: CONTROL FLOW RATES:**
   - **BMP C203:** Water Bars
   - **BMP C204:** Sediment Trap
   - **BMP C241:** Temporary Sediment Pond
   - **NOT APPLICABLE TO MY PROJECT**

4. **ELEMENT #4: INSTALL SEDIMENT CONTROLS:**
   - **BMP C231:** Brush Barrier
   - **BMP C232:** Gravel Filter Berm
   - **BMP C233:** Silt Fence
   - **BMP C234:** Storm Filter Strip
   - **BMP C235:** Waffles
   - **BMP C240:** Sediment Trap
   - **BMP C241:** Temporary Sediment Pond

5. **ELEMENT #5: STABILIZE SOILS:**
   - **BMP C120:** Temporary and Permanent Seeding
   - **BMP C121:** Mulching
   - **BMP C122:** Nets and Blankets
   - **BMP C123:** Plastic Covering
   - **BMP C124:** Sodding
   - **BMP C125:** Topsdoling / Composting
   - **BMP C126:** Polyacrylamide for Soil Erosion Protection
   - **BMP C130:** Surface Roushening
   - **BMP C131:** Gradient Terraces
   - **BMP C140:** Dust Control

6. **ELEMENT #6: PROTECT SOILS:**
   - **BMP C120:** Temporary and Permanent Seeding
   - **BMP C130:** Surface Roushening
   - **BMP C131:** Gradient Terraces
   - **BMP C220:** Interceptor Dike and Swale
   - **BMP C230:** Grass Lined Channels
   - **BMP C233:** Water Bars
   - **BMP C240:** Pipe Slope Drains
   - **BMP C250:** Subsurface Drains
   - **BMP C251:** Level Spreader
   - **BMP C252:** Check Dams
   - **BMP C253:** Triangular Silt Dike (Geotextile-Encased Check Dam)
   - **BMP C254:** Ph Control for High Ph Water
   - **NOT APPLICABLE TO MY PROJECT**

7. **ELEMENT #7: PROTECT DRAIN INLETS:**
   - **BMP C220:** Storm Drain Inlet Protection

8. **ELEMENT #8: STABILIZE CHANNELS AND OUTLETS:**
   - **BMP C202:** Channel Lining
   - **BMP C203:** Outlet Protection
   - **NOT APPLICABLE TO MY PROJECT**

9. **ELEMENT #9: CONTROL POLLUTANTS:**
   - **BMP C151:** Concrete Hanging
   - **BMP C152:** Sandcutting and Surfacing Pollution Prevention
   - **BMP C153:** Material Delivery, Storage and Containment
   - **BMP C154:** Concrete Washout Area
   - **BMP C250:** Stormwater Chemical Treatment
   - **BMP C251:** Construction Stormwater Filteration
   - **BMP C252:** High Ph Neutralization Using C22
   - **BMP C253:** Ph Control for High Ph Water
   - **NOT APPLICABLE TO MY PROJECT**

10. **ELEMENT #10: CONTROL DWATERING:**
    - **BMP C230:** Vegetated Filtration
    - **NOT APPLICABLE TO MY PROJECT**

11. **ELEMENT #11: MAINTAIN BMPs:**
    - **BMP C150:** Materials on Hand
    - **BMP C160:** Certified Erosion and Sediment Control Lead (CECL Not Required for On-Site for Sites < 1 Acre)

12. **ELEMENT #12: MANAGE THE PROJECT:**
    - **BMP C150:** Materials on Hand
    - **BMP C160:** Certified Erosion and Sediment Control Lead (CECL Not Required for On-Site for Sites<1 Acre)
    - **BMP C160:** Scheduling

13. **ELEMENT #13: PROTECT LOW IMPACT DEVELOPMENT:**
    - **BMP C202:** Buffer Zones
    - **BMP C230:** High Visibility Plastic or Metal Fence
    - **BMP C231:** Brush Barrier
    - **BMP C237:** Check Dams
    - **BMP C238:** Triangular Silt Dike (Geotextile-Encased Check Dam)
    - **BMP C239:** Storm Filter Strip

SUBMITTED FOR PERMIT REVIEW & APPROVAL BY
CITY OF EVERETT
PERMIT SERVICES
3200 Cedar Street, 2nd Floor
Everett, WA 98203
425.257.8810
https://everettwa.gov/permits

PROJECT ADDRESS: (EXAMPLE 3200 CEDAR STREET)
PROJECT TITLE: (EXAMPLE SERVICE CENTER)

CALL TWO (2) BUSINESS DAYS BEFORE YOU DIG DIAL 811

TESC PLAN EXAMPLE

SHEET C2
STORMWATER MITIGATION

DIRECTIONS:
STORMWATER RunOFF MUST BE MITIGATED ON SITE IN A MANNER THAT DOES NOT
ADVERSELY AFFECT NEIGHBORING OR DOWNSTREAM PROPERTIES. ALL PROJECTS MUST
COMPLY WITH THE CITY OF EVERETT STORMWATER MANAGEMENT MANUAL TO
DETERMINE THE APPLICABLE MINIMUM REQUIREMENTS FOR STORMWATER
MITIGATION.

FOR PROJECTS SUBJECT TO MINIMUM REQUIREMENTS 1-5 SELECT THE FIRST FEASIBLE
BMP FROM THE LISTS BELOW FOR EACH SURFACE CREATED BY THE PROJECT:

LAWN AND LANDSCAPED AREAS:
□ BMP TS.13 POST-CONSTRUCTION SOIL QUALITY AND DEPTH
□ BMP TS.10A DOWNSPOUT FULL INfiltrATION TRENCH

ROOFS:
□ BMP TS.10A DOWNSPOUT FULL InFILTRATION SYSTEM
□ BMP TS.14A RAIN GARDEN OR BIOTREtenTION
□ BMP TS.10B DOWNSPOUT DISPERSION SYSTEM
□ BMP TS.10C PERFORATED STUB-OUT CONNECTION

OTHER HARD SURFACES:
□ BMP TS.10F DOWNSPOUT BASIC
□ BMP TS.15 PERMEABLE PAVEMENT
□ BMP TS.14A RAIN GARDEN OR BIOTREtenTION
□ BMP TS.12 SHEET FLOW DISPERSION
□ BMP TS.11 ConcentRATED FLOW DISPERSION

LEGEND
PROPERTY LINE
EASEMENT LINE
EX FENCE
EX 3/4" WATER SERVICE/METER
EX SIDE SEWER SERVICE
SEWER MAIN
WATER MAIN
PROPOSED CONCRETE
PROPOSED ROOF AREA
PROPOSED CONTOURS

OVERFLOW TO CITY STORM DRAIN
RAIN GARDEN PER STANDARD DRAWING 436 OR 427
200 SF MINIMUM AT OVErFLOW ELEVATION

DRAINAGE PLAN EXAMPLE