



City of Ferndale
Building Division
2095 Main Street / P.O. Box 936
Ferndale, WA 98248
(360) 685-2369 phone
(360) 384-5189 fax
www.cityofferndale.org



SINGLE-FAMILY/DUPLEX and ACCESSORIES RESIDENTIAL BUILDING PERMIT

APPLICATION PACKET REVISED 2/2012

Appointment Required to Submit

CONTENTS:

- Applicant Information (10 pages):
 - Residential Building Permit Process: An Overview
 - Additional Information You Should Know
 - Plan Completeness Checklist
 - General Submittal Requirements
 - Example Plans
- Residential Building Permit Application Forms (13 pages)

**NOTE: READ THROUGH THIS PACKET BEFORE YOU FILL OUT
OR SUBMIT YOUR APPLICATION. APPLICATION SUBMITTALS
WITH MISSING INFORMATION WILL NOT BE ACCEPTED!**

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THE RESIDENTIAL BUILDING PERMIT PROCESS: AN OVERVIEW (For Single Family/Duplex Dwellings & Accessories)

❖ Before You Start

Prior to submitting a building permit application, you should discuss your plans with staff at the Community Development Department. Staff will help you gather the required application forms and other relevant information that will inform you of the requirements for submitting building permit applications. You should also inquire at this time about any special development regulations, or other special considerations that may apply specifically to your building or site. Additional information; plans, or studies may be required at the time that the building permit application is submitted to the City. It is recommended that you call ahead to schedule a time to meet with staff so that we can be available to assist you.

❖ Preparing Your Application

All application forms must be filled out completely and neatly in blue or black ink. The forms in this building permit application packet are intended to provide you with most of the information needed for you to prepare the application. A section entitled "General Submittal Requirements" allows you to see at-a-glance what type of information will be required to submit a building permit application. A more detailed "Plan Completeness Checklist" further explains the specific information that must be shown on each type of plan. Please refer to these guides when preparing your application materials.

❖ Submitting Your Application to the City

To submit an application to the City, **you must schedule an appointment** with the Permit Specialist. Do not call for an appointment unless you have all application materials complete and ready. At your scheduled appointment, your plans and materials will be checked for completeness. If you have questions about the application or do not know how to fill out specific sections of it, please call the Permit Specialist for assistance prior to your appointment. Only **complete** application submittals will be accepted. Once determined to be complete, staff will collect a \$900 deposit (for single-family homes) that will be applied toward the total building permit cost. You will pay the remaining balance when the building permit is issued. The deposit is due at the time of your building permit submittal appointment. Should you decide not to pick up your permit, you will be required to pay any remaining fees due for your plan review.

❖ City Review of Your Plans

Once received by the City, your application materials will be routed to the following departments for review:

- Planning – Reviews site plan for compliance with zoning, critical areas/shoreline/floodplain issues.
- Public Works/Engineering (if applicable) – Reviews Right-of-Way encroachments, connections to City utilities, land disturbance activities and stormwater.
- Building –Reviews the building plans and engineering for compliance with City, building, mechanical, plumbing, fire and energy codes.

It is common during the Plan Review Process for City staff to contact the applicant and/or professionals that prepared plans/studies on behalf of the application to gather additional information. Permit applications pending required information from the applicant will be placed on hold (time limitation instructions below) until such time that additional information is provided to the City. **Note: Time limitation of application**; an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued.

❖ Issuing Your Permit

When the Plan Review is complete by all departments, the Permit Specialist will contact you and an appointment will be scheduled for you to pick-up your building permit. **Note: Time limitation of approved non-issued permits**; Permits not picked up within 180 days of the date of City Approval will automatically become expired.

At the time the permit is issued, you will be asked to review the comments/conditions of approval for the permit and acknowledge these conditions by signature. All conditions of approval are the responsibility of the applicant. You may also receive the following items, which must be posted on the job-site:

- The Building Permit
- A copy of the approved Building Plans, Site Plan and any special conditions.
- A "Residential Plan Review & Construction Guide"
- An Inspection Card

Fees: When the building permit is issued, you will pay the remaining balance of the plan check fee (if applicable) together with your building permit fee and any other fees calculated by staff and required by state and/or local ordinance (impact fees, utility connection fees, etc).

❖ Inspecting Your Project

The applicant is responsible for scheduling inspections as required at each phase of construction. Additional inspections held at the expense of the applicant may be necessary if the inspection fails. No occupancy of the structure shall be permitted unless authorized by Building Official or designee and indicated as such on inspection card.

Permits expire after 180 days of inactivity (i.e., no inspection has been scheduled from the date of permit issuance or the date of the last inspection).

❖ City Staff That You Will Be Working With

The City staff listed below will be happy to assist you throughout the building permit process with any questions or concerns that you may have. It is our job to provide information and help explain the process so that you know what to expect. Our normal office hours are Monday-Friday 9am – 5pm. You may contact us for assistance at (360) 384-4006.

Permit Specialist – The Permit Specialist is the person that goes over the basic application requirements and fees with you, receives your application, routes it to the appropriate departments for approval, and issues your permit(s) once approved by the appropriate departments. You may contact the Permit Specialist if you need to check the status (Department location) of your permit application during review process at 360-685-2369.

Planners – The Planner will review your site plan as to its consistency with the City's applicable zoning and critical areas standards (setbacks, wetlands & streams, floodplains, etc). You will probably meet with a planner prior to submitting your building permit application to check for any special requirements that may apply to the development of your property. You may reach the City Planner at 360-685-2368.

Plans Examiner/Code Enforcement Officer – The Plans Examiner is the one reviewing the building plans and engineering for compliance with building codes, as well as enforcing any code violations that may occur on the site during the process. The Plans Examiner can answer code-related questions and performs some building inspections. The Plans Examiner may be reached at 360-685-2364.

Building Inspector – The Building Inspector is the person in the field inspecting the work being performed to ensure that it meets all building and zoning code requirements and permit conditions of approval. You may reach the Inspector at 360-685-2363.

Public Works/Engineering Staff: Public Works/Engineering can assist you with water, sewer, storm, right-of-way encroachment, and land disturbance-related questions and provide you with As-Built information for public utilities. A Public Works field crewmember will also inspect certain utility/connection-related work done on the project site. You may reach PW at 360-384-4006.



RESIDENTIAL BUILDING PERMIT: ADDITIONAL INFORMATION YOU SHOULD KNOW

The following additional information is not intended to be a comprehensive list of all requirements, but is provided for your benefit to identify items that are commonly missed. Reviewing this information and preparing your building permit application materials accordingly will help to prevent unnecessary delays in the processing of your application. The information is categorized according to the applicable department. You should contact the applicable department for details regarding any items that apply to your project.

❖ Planning Department

- ❑ **Zoning Standards:** Planning Staff can help you determine the required building setbacks, maximum lot coverage, and maximum building height for your lot.
- ❑ **Address:** If you do not have a City-Issued address, you must obtain one from the Planning Department prior to submitting your building permit application.
- ❑ **Legal Lots:** The City can determine whether your parcel is a legal lot of record. It is a good idea particularly to review unplatted parcels, or older platted parcels with staff prior to submittal of a permit application. It is possible in some cases that a survey may be required.
- ❑ **Critical Areas, Floodplains, Shorelines:** Prior to submitting an application, it is highly recommended that applicant review the development potential of the site with a planner to determine any special regulations that may apply to the property in terms of critical areas (wetlands, streams, slopes), floodplain/shoreline status, or other special zoning regulations that may affect development of the site. Additional plans, studies, or permits may be required in these cases.
- ❑ **Planned Unit Developments (PUDs):** Many plats are processed as Planned Unit Developments and contain special regulations applicable to that subdivision only – which are different from the standards in the City's zoning ordinance. Check with staff to determine if that is the case for your lot.
- ❑ **Impact fees:** Impact mitigation fees for traffic, parks, schools, utilities and stormwater may be due at the time of building permit issuance per City codes.

❖ Building Department

- ❑ **Demolition:** Demolition Permits are required for all structures to be removed from a building site, and should be submitted prior to or concurrently with permits for new structures.

❖ Public Works Department

- ❑ **Land Disturbance:** Clearing, filling, or grading that you propose (other than that specific to the excavation or the building foundation) may require a Land Disturbance Permit.
- ❑ **Grading Plan:** A Grading plan may be necessary for sites that contain slopes (existing or proposed) greater than 10%.
- ❑ **Revocable Encroachment:** If you are doing any work in a City right-of-way (i.e. driveway, water, sewer, power, etc.) you will need to contact the Public Works Department regarding Revocable Encroachment Permits. Changing the location of a curbcut for a site must receive *prior* approval through this process.
- ❑ **Water/Sewer/Storm:** Prior to submitting an application, be certain to check with Public Works to ensure utilities are available to the site and that there are no issues or special concerns related to those services. Unplatted parcels and properties within older plats can sometimes have utility issues.
- ❑ **Street Improvements/Dedication:** If not already completed on front of the site to current City Standards, it may be necessary for you to dedicate and/or improve public rights-of-way.
- ❑ **Latecomer's fees:** In certain cases, utility or street improvement recovery agreements may require you to pay a share of the cost of infrastructure that was previously installed by a private party. The City tracks and collects payments for these, as applicable.



RESIDENTIAL BUILDING PERMIT: PLAN COMPLETENESS CHECKLIST

The following information is provided for your benefit to ensure that you submit the required components on each plan at the time you submit your building permit application. You have been provided a checklist in your permit application that staff will use to ensure the required information is on each type of plan. The accuracy and completeness of all information is the responsibility of the applicant. Review of your plans will be delayed and/or rejected if information is incorrect or missing. Some buildings and/or sites require additional information to be submitted due to special considerations. It is the applicant's responsibility to consult with City staff prior to application submittal to determine what information is required.

PLAN AND APPLICATION MATERIAL SUBMITTAL STANDARDS:

Plan Material Requirements:

1. All drawings shall be clear, accurate, legible and high-contrast original drawings in ink on white bond paper or xerographic reproductions.
2. All pages shall contain the address and parcel number of the site.
3. **Site plans** shall be drawn at a scale of 1" = 10', 1" = 20' or larger, and shall be submitted on 11" X 17" sheets or larger. Details must be drawn at a scale large enough to illustrate the particular detail clearly.
4. **Building Plans** (floor plans, foundation plans, elevation plans, etc) shall be drawn on 24" X 36" sheets of paper at a scale of either 1/4" = 1'0", or 1/2" = 1'0" scale. Details must be drawn at a scale large enough to illustrate the particular detail clearly.
5. Drawings shall be dimensioned.
6. Drawings, structural calculations, and other documents prepared by a licensed professional architect or engineer must contain original seals and signatures on at least one copy.

Application Form Requirements:

1. All paperwork must be completed in **blue or black ink.** Pencil may not be used.
2. **Copy of contractor's license must be attached.**
3. **Contractors must have a current City of Ferndale business license number indicated on application.**
4. **Please confirm with your contractor that they have a valid Washington State Contractors license and a City of Ferndale Business license prior to scheduling an application appointment.**
5. All forms are legal documents and must be signed and dated.
6. All copies must be made **BEFORE** the time of appointment, including any copies you wish to retain for your file. Please double check the required number of copies of each item that must be submitted to the City to ensure you are ready to submit your building permit application at the time of your appointment.
7. **Only complete applications will be accepted.**



General Submittal Requirements: RESIDENTIAL BUILDING PERMITS (For Single Family and Duplex Dwellings)

The table below shows basic submittal requirements, including the number of copies **required** for each, depending on the type of residential permit you are applying for. **Please note:** There may be additional submittal requirements - Check with applicable departments. You **must have** all the required components **BEFORE** you call for an appointment to submit your building permit application. If your information is not complete, your permit application will not be processed at the time of your appointment.

SUBMITTAL REQUIREMENTS		TYPE OF PERMIT		
Type of Plan/Document	# of Copies	New Single Family or Duplex Dwelling	Residential Remodel or Addition	Residential Accessory Building
Completed Application Form	1	X	X	X
WSEC Prescriptive Worksheet 2010 Edition Zone 1	2	X	X	✓
Structural Calculations *(Engineering required, if construction does not meet prescriptive)	2	X *	✓	✓
Site Plan	2	X	X	X
Foundation Plan	2	X	X	X
Floor Plan	2	X	X	X
Elevation Plan	2	X	✓	✓
Cross Section Plan	2	X	X	X
Roof Plan	2	X	X	X
Copy of WA State L&I Contractor's License	1	X	X	X
Contractors: Proof of City of Ferndale Business License (current license #)	1	X	X	X

- X** = Required
- ✓** = Check with City Staff
- ⊘** = Not Required

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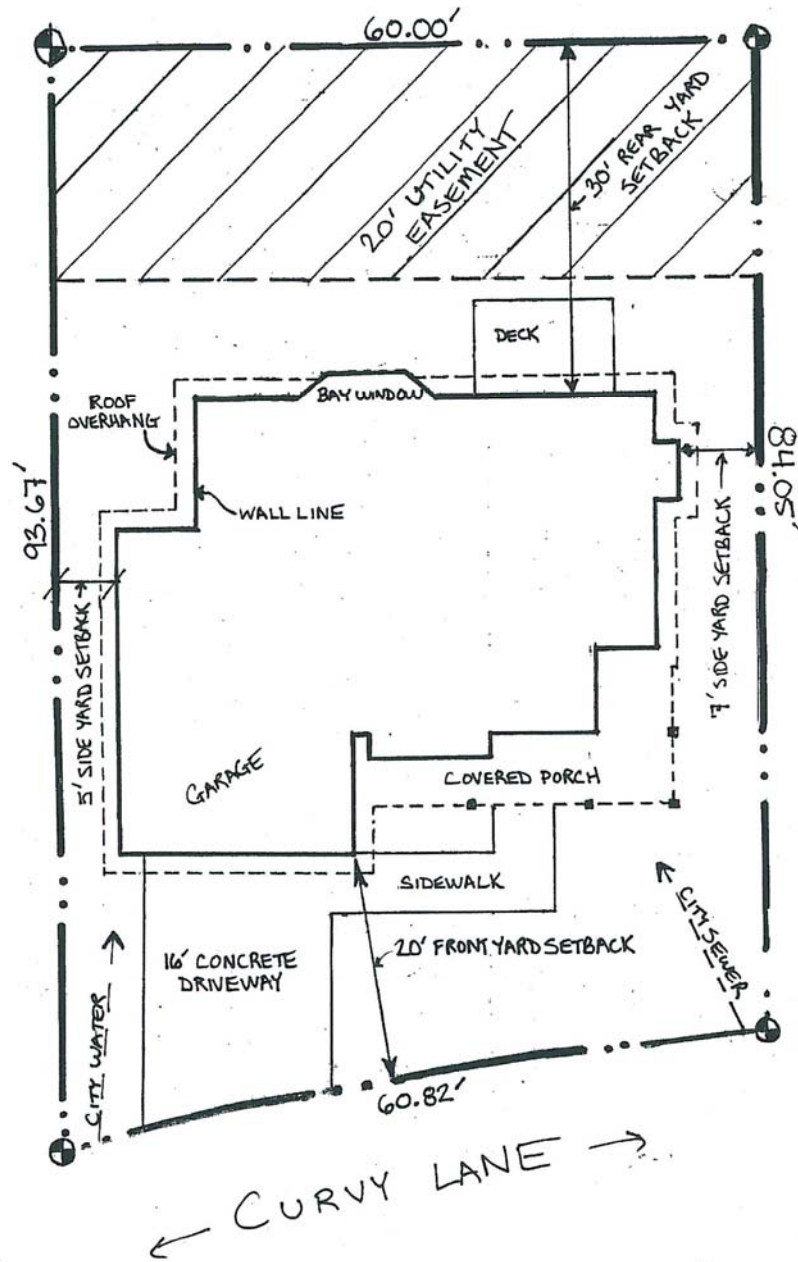


EXAMPLE BUILDING PLANS (SINGLE FAMILY & DUPLEX DWELLINGS)

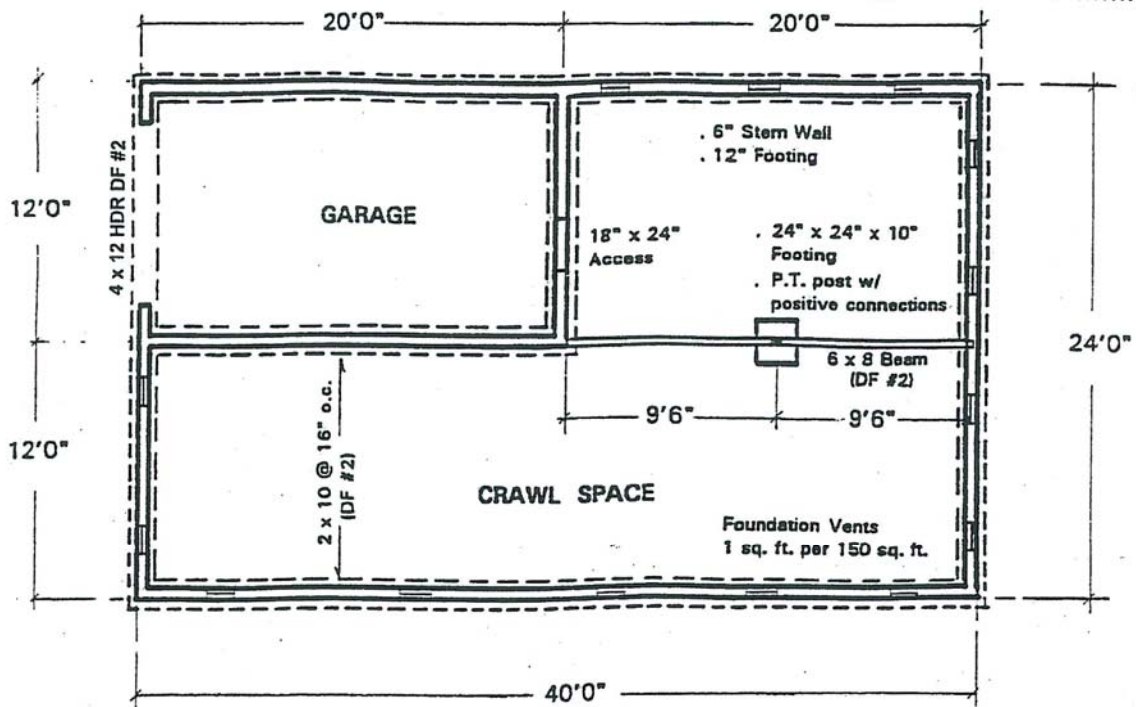
The following exhibits are meant to show the basic format that must be provided for each type of plan and are not necessarily complete or drawn to actual scale.

- **Site Plan**
- **Foundation Plan**
- **Floor Plan**
- **Cross Section**
- **Elevation Plan**

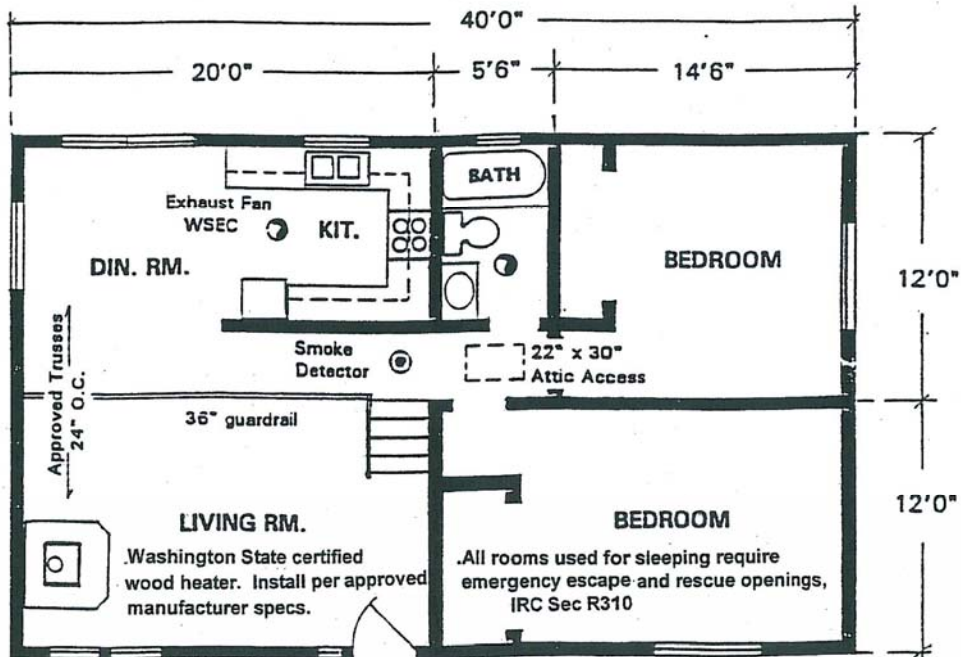
LOT COVERAGE: 1,833 SQ FT = 35%



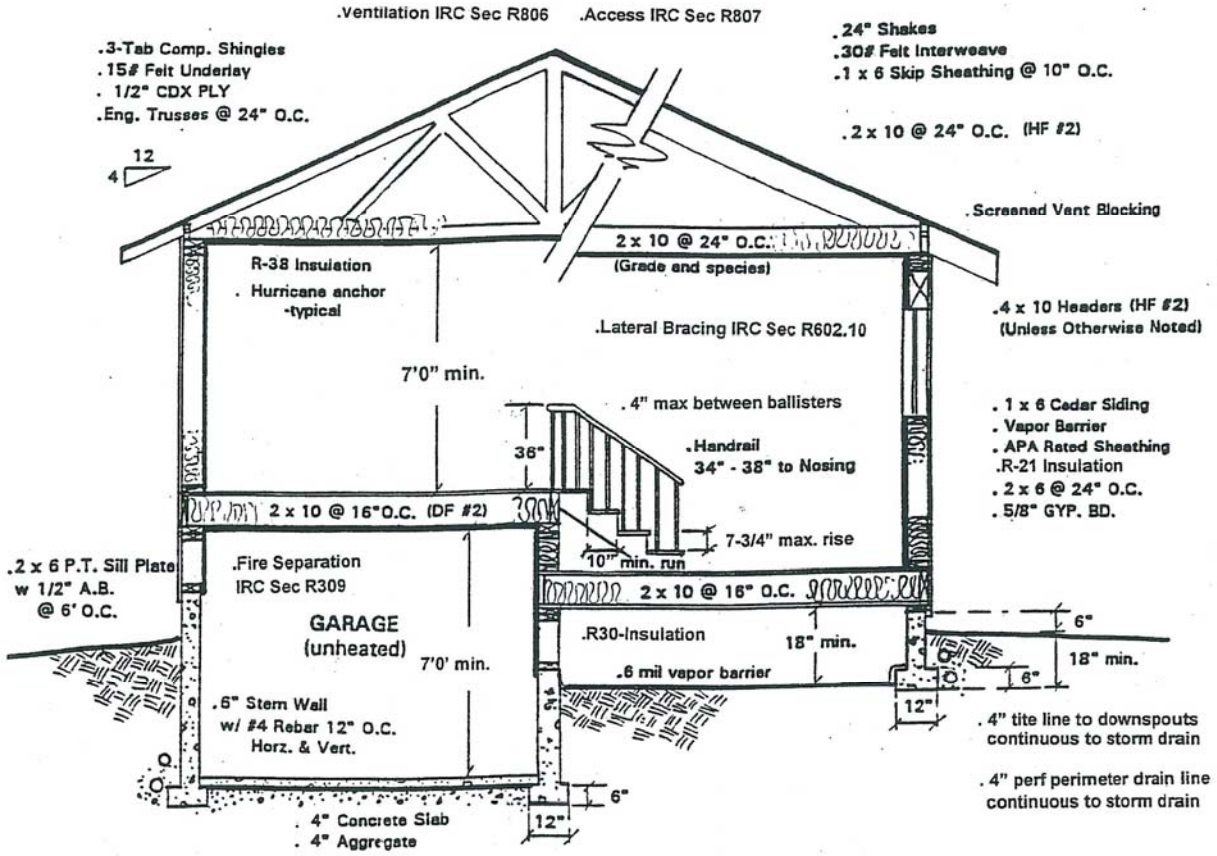
2345 CURVY LANE	SITE PLAN	LOT 101, FERNDAL ESTATES
PARCEL #: 390123456789	SCALE: 1" = 10'	LOT SIZE: 5,288 SQ. FT.



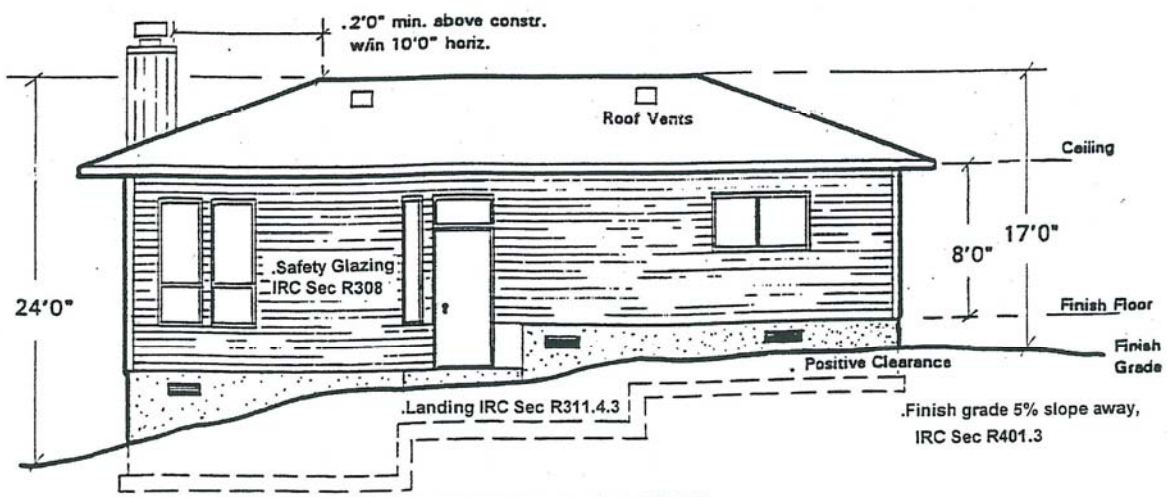
TYPICAL FOUNDATION PLAN
 Scale 1/4" = 1'0"



TYPICAL FLOOR PLAN
 Scale 1/4" = 1'0"



TYPICAL CROSS SECTION
 Scale 1/2" = 1'0"



TYPICAL ELEVATION
 Scale 1/4" = 1'0"



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OFFICE USE ONLY	
PERMIT NUMBER: _____	RECEIVED BY/DATE: _____
ASSOCIATED PERMIT #'S _____	

APPOINTMENT REQUIRED TO SUBMIT

RESIDENTIAL BUILDING PERMIT APPLICATION

CONTACT INFORMATION

PROPERTY OWNER (attach proof of ownership) **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Cell: (____) _____ E-mail: _____

L & I License #: _____ Exp.: ____ / ____ / ____

(If owner is required to be a contractor per L & I – attach copy of License)

City of Ferndale Business Lic. #: _____

REQUIRED IF OWNER IS A CONTRACTOR

CONTRACTOR **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Cell: (____) _____ E-mail: _____

L & I License #: _____ Exp.: ____ / ____ / ____

(Copy of license must be attached to this application)

City of Ferndale Business Lic. #: _____

REQUIRED

ARCHITECT **DESIGNER** **ENGINEER** **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Cell: (____) _____ E-mail: _____

OTHER CONTACT **APPLICANT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Cell: (____) _____ E-mail: _____

PROPERTY INFORMATION

PROJECT ADDRESS:

APPROVED BY PLANNER _____ staff initials

TAX PARCEL NUMBER:

LEGAL DESCRIPTION:

ZONING:

LOT AREA (SQ FT):

PROJECT INFORMATION

CLASS OF WORK (check one):

NEW **REMODEL/ADDITION** **RPA #:** _____

BRIEF PROJECT DESCRIPTION:

LENDER/BOND: (Information must be provided for projects valued over \$5,000 in valuation per RCW 19.27.095)

SELF FINANCED: YES NO

If you check "NO", you must complete the following information:

LENDER/BOND NAME: _____

LENDER/BOND PHONE: (____) _____

PROJECT VALUATION (cost of project includes: labor, equipment and materials)

\$ _____

BUILDING INFORMATION

STORIES: _____ # BEDROOMS: _____

BATHROOMS: _____

BUILDING AREA: EXISTING: _____ sq ft

NEW: _____ sq ft

BASEMENT: Yes No

SEWER: new Connected to Services

WATER: new Connected to Services

CERTIFICATION

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER (SEE OWNER CONSENT FORM) OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE.

APPLICANT SIGNATURE _____

DATE _____



OWNER CONSENT FORM

THE CITY WILL NOT ACCEPT AN APPLICATION THAT IS NOT ACCOMPANIED BY THIS FORM

The legal property owner must complete this form.

STATEMENT OF OWNERSHIP (PROOF OF OWNERSHIP MUST BE ATTACHED)

I/we, the undersigned property owners, under penalty of perjury, state that I/we am/are the legal owner(s) of the property described as follows:

Legal Description:[attach additional sheet(s) as necessary]

Property Address: _____

Tax Assessor Parcel #: _____

DESIGNATION OF AGENT/CONTRACTOR/TENANT/LESEE

I/we hereby designate the following party to act as my/our agent with respect to this application submitted to the City of Ferndale.

Name of designated individual: _____

Role of Individual: *Perform Construction Submit Permit (Mark all that apply)

***If not a registered contractor, you must be able to meet exemptions per RCW 18.27.090**

LEGAL OWNER MUST READ AND SIGN

I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE INDIVIDUAL DESIGNATED ABOVE TO APPLY FOR THIS PERMIT AND/OR PERFORM THE CONSTRUCTION WORK (IDENTIFIED BY THIS APPLICATION ONLY) ON THE SUBJECT PROPERTY. IN ADDITION, MY SIGNATURE BELOW ALLOWS CITY STAFF INVOLVED IN THIS APPLICATION TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY, WHICH IS DEEMED NECESSARY BY STAFF TO PROCESS THIS APPLICATION AND PERFORM INSPECTIONS.

OWNER INFORMATION/SIGNATURE

Owner Name (print): _____

Mailing Address:

City: _____ State: _____ Zip Code: _____

Phone: (____) _____

Does Owner intend to maintain "Ownership" for twelve months from date of "Final Occupancy":
YES *NO

*If you mark "No", you may be required to register as a General Contractor with the Washington State Department of Labor and Industries prior to submitting your building permit, per RCW 18.27.090(12).

I HAVE READ AND UNDERSTAND RCW 18.27.090 (EXEMPTIONS) AS IT APPLIES TO THIS PERMIT

OWNER SIGNATURE

DATE

PROOF OF OWNERSHIP MUST BE SUBMITTED WITH APPLICATION



**Per RCW 18.27.110
Written Notice
To
Building Permit Applicant**



What is required by law?

In Washington, all contractors who perform work or who advertise or submit bids in this state must be registered with the Department of Labor & Industries (L&I), post a bond and carry general liability insurance coverage.

- A general contractor must maintain a \$12,000 bond. A specialty contractor, such as a painter, must maintain a \$6,000 bond. An electrical contractor must maintain a \$4,000 bond. Dissatisfied consumers may pursue restitution by taking civil action in Superior Court against a contractor's bond.
- All registered contractors must carry general liability insurance coverage in the amount of \$50,000 property damage and \$200,000 public liability or \$250,000 combined single limit. (Note: This requirement does not pertain to electrical contractors. Telecommunications contractors must carry \$170,000 in general liability insurance.)
- A contractor must have a current business license, and if the contractor has employees, he or she must have workers' compensation coverage.
- A contractor must provide a "Notice to Customer" disclosure statement to you for any residential project with a projected cost of \$1,000 or more, and any commercial project of \$1,000 to \$60,000.

Except for the licensing of electricians and certification of plumbers, there isn't a competency test to become a contractor in Washington State.

*Department of Labor and Industries Publication F625-084-000 [02-2008]

2009 IRC WHOLE HOUSE VENTILATION WORKSHEET

WHOLE HOUSE VENTILATION USING PRESCRIPTIVE METHOD PGY 'J QO GU' 'TGO QF GNUQH972' US (HV

INDICATE HERE WHICH ACCEPTED WHOLE HOUSE FAN YOU WILL BE USING: _____

(LIST PROVIDED AT BOTTOM OF REFERENCE TABLES)

Check the box to describe which one of the four prescriptive Whole House Ventilation Systems you will be using.

Option 1 – Intermittent Whole House Ventilation Using **Exhaust Fans** (IRC M1508.4)

- _____CFM Exhaust Fan Flow Rating per Table M1508.2 (attached). Location of whole house fan(s) must be shown on the plans. **(Indicate on the blank line, which CFM Rating you are choosing)**
- Fan Controls: 24 hour clock timer with capability of continuous operation, manual and automatic control & accessible.
- Whole house fans located 4 feet or less from the interior grille shall have a sone of 1.0 or less at 0.1 inches w.g.
- Outdoor air shall be distributed to each habitable room by individual outdoor air inlets. Where outdoor air supplies are separated from exhaust points by doors, provisions shall be made to ensure air flow by installation of distribution ducts, undercutting doors, grilles, transoms, or similar means. Doors shall be undercut a minimum of ½" above the floor covering.

Option 2 – Intermittent Whole House Ventilation Integrated with a **Forced Air Heating System** (IRC M1508.5)

- Integrated whole house ventilation systems shall provide outdoor air at the rate calculated using Section M1508.3. The delivered ventilation rate for intermittently operating ventilation systems shall be the combination of its delivered capacity from Table M1508.2, and its ventilation effectiveness and daily fractional operation time from Table M1508.3.
- The system shall distribute outdoor air to each habitable room through the forced air systems ducts with an outdoor air inlet duct connected at the return air plenum of the forced air system, at a point within 4 feet upstream of the air handler.
- The system shall be equipped with a motorized damper connected to the automatic damper. The timer shall be capable of operating without energizing other energy-consuming appliances.
- At the time of final inspection, the automatic control timer shall be set to operate the whole house ventilation system for at least 8 hours a day.

Option 3 – Intermittent Whole House Ventilation Using a **Supply Fan** (IRC M1508.6)

- Outdoor air shall be distributed through the forced-air system ducts or through dedicated ducts to habitable rooms. Supply fans shall have the capacity to provide the amount of air specified in Table M1508.2 and air must be filtered before delivery.
- _____inch outdoor air inlet duct, connected to the furnace supply air stream or return, sized per Table M1508.6.2. **(Indicate on the blank line, which size you are choosing)**
- All supply ducts in the conditioned space shall be insulated to a minimum of R-4.
- Fresh Air Inlet duct Back-draft Damper Selection: **(Choose one)**
 - Calibrated manual volume damper installed and set to meet the measured flow rates in Table M1508.2 by field testing with a pressure gauge and/or following manufacturer's instructions.
 - A manual volume damper installed and set to meet the measured flow rates specified in Table M1508.2 by field testing with a flow hood or flow measuring station.
 - An automatic flow-regulating device sized to the specified flow rate in Table M1508.2, which provides constant flow over a pressure range of 0.20 to 0.60 inches water gauge.
- At the time of final inspection, the automatic control timer shall be set to operate the whole house ventilation system for at least 8 hours a day.

Option 4 – Whole House Ventilation Using a **Heat Recovery Ventilation System** (IRC M1508.7)

- All duct work in heat recovery system shall be sized and installed per the manufacturer's instructions.
- System minimum flow rating shall not be less than specified in Table M1508.2.
- Heat recovery ventilation systems shall have a filter on the upstream side of the heat exchange in both the intake and exhaust airstreams with a minimum efficiency ratings value of (MERV) 6.
- Outdoor air inlets shall be screened or otherwise protected from entry by leaves or other material and located per M1508.7.4.
 - Ventilation supply ducts in the conditioned space upstream of the heat exchanger shall be insulated to a min. of R-4.

REFERENCE TABLES

Table M1508.2: Ventilation Rates – Continuously Operating Systems

Minimum and Maximum Ventilation Rates: Cubic Feet per Minute (CFM)

(Maximum added by City of Ferndale)

Floor Area (ft ²)	BEDROOMS								
	0-1		2-3		4-5		6-7		>7*
	Min	Max	Min	Max	Min	Max	Min	Max	Min
<1500	30	45	45	68	60	90	75	113	90
1501 – 3000	45	68	60	90	75	113	90	135	105
3000 – 4500	60	90	75	113	90	135	105	158	120
4501 – 6000	75	113	90	135	105	158	120	180	135
6001 – 7500	90	135	105	158	120	180	135	203	150
>7500	105	158	120	180	135	203	150	225	165

*For residences that exceed 7 bedrooms, increase the minimum requirement listed for 7 bedrooms by an additional 15 CFM per bedroom.

The maximum CFM is equal to 1.5 times the minimum.

Table M1508.3: Ventilation Effectiveness for Intermittent Fans

$$Q_f = Q_r / (\epsilon f)$$

Where:

Q_f = Outdoor air flow rate

Q_r = Ventilation air requirement (from Table M1508.2)

ϵ = Ventilation effectiveness (from Table 1508.3)

f = Fractional operation time (from Table M1508.3)

Daily Fractional Operation Time, f	Ventilation Effectiveness, ϵ
$f \leq 35\%$	0.33
$35\% \leq f < 60\%$	0.50
$60\% \leq f < 80\%$	0.75
$80\% \leq f$	1.0

For systems designed to operate at least once every three hours, ventilation effectiveness can be 1.0.

Table M1508.6.2: Prescriptive Supply Fan Duct Sizing

Supply Fan Tested CFM at 0.40" w.g.		
Specified Volume from Table M1508.2	Minimum Smooth Duct Diameter	Minimum Flexible Duct Diameter
50-90 CFM	4 inch	5 inch
90-150 CFM	5 inch	6 inch
150-120 CFM	6 inch	7 inch
250-400 CFM	7 inch	8 inch

ACCEPTED WHOLE HOUSE FANS*

Model	Series	CFM	Sones
Air King	AKF80L-SI	80	1.0
Air King	AKF50LS	50	0.3
Air King	AK80LS	80	0.6
Air King	AK80LSL	53	0.8
Air King	AK150LS	150	0.8
Reversomatic	QCF-110	84	1.0
Reversomatic	QCF-125CO	112	1.0
Nutone	LS-80	55	0.8
Nutone	LS-80L	55	0.8
Nutone	LS80LF	55	0.8
Nutone	LS80SE	68	0.9
Nutone	LS100SE	90	0.9
Nutone	QTRNO80L	80	1.0
Panasonic	FV-07VFL1 4" Duct	54	0.9
Panasonic	FV-11VHL1	96	1.0
Panasonic	FV-07VQ2	50	0.3
Panasonic	FV-08VQ2	73	0.7
Panasonic	FV11VQD2LS+	51	<0.3
Panasonic	FV-07VQL3	50	<0.3
Panasonic	FV-08VQL3	76	0.6

*Fan list was derived from the “February 2012 HVI-Certified Products Directory”.

You may search this list by going to this link:

http://www.hvi.org/proddirectory/HVICPD_Sec1_1Feb2012.pdf

Please note this is not a complete list of accepted fans. Other specific brands and models may be accepted with proper documentation verifying minimum ratings.

Be sure to indicate which fan you are choosing.

MECHANICAL PERMIT FEE WORKSHEET

1. Show location of appliance(s) on building plans.
2. Show type of appliance on building plans.
3. Identify the following:
 - A) Size: Input BTU's
 - B) Annual Fuel Utilization Efficiency (AFUE)
 - C) Venting Detail
 - D) Clearance to Combustibles
 - E) Vent Termination
 - F) Clearance to service
 - G) Ignition source(s) in garage shall be 18" above finished floor

PERMIT FEES & WORKSHEET

TYPE OF FUEL: Electric Oil Natural Gas LPG

PLEASE SPECIFY UNDER "QUANTITY" THE NUMBER OF APPLIANCES TO BE INSTALLED AND THEIR FUEL TYPE (GAS, OIL, ELECTRIC, LPG)

QTY	FUEL TYPE	DESCRIPTION: Fees are for the installation or relocation to each mechanical appliance or other mechanical device(s). *Repair/Alteration/Addition to any of the following, including installation of controls, shall be accessed a fee of \$14.00	UNIT COST	OFFICE USE ONLY
		Forced Air or Gravity Furnace	≤ 100,000 BTU's	\$21.00
			> 100,000 BTU's	\$25.00
		Floor Furnace	\$21.00	
		Suspended/Wall/Floor Heater	\$21.00	
		Appliance Vent(s)	\$8.00	
		*Repair/Alteration/Addition to each appliance	\$14.00	
		Boiler/Compressor/Absorption System	≤ 30 HP or 1,000,000 BTU's	\$50.00
			> 30 HP or 1,000,000 BTU's	\$100.00
		Air Handling Unit	≤ 10,000 CFM	\$68.00
			≥ 10,000 CFM	\$131.00
		Evaporative Cooler	\$11.00	
		Vent Fan	\$8.00	
		Ventilation System	\$11.00	
		Exhaust Hood	\$11.00	
		Incinerator/Domestic	\$20.00	
		Incinerator/Commercial or Industrial	\$81.00	
		Clothes Dryer	\$11.00	
		Water Heater (Gas only)	\$11.00	
		Range	\$11.00	
		Fireplace/Insert (manual must be on-site)	\$11.00	
		Woodstove (manual must be on-site)	\$54.00	
		Gas Piping System	1-4 Outlets # of Outlets:	\$5.00
			5 or more # of Outlets:	\$1.00
		Other:		
1		GENERAL PERMIT FEE	\$36.00	\$36.00
		TOTAL FEES		

PLUMBING PERMIT FEE WORKSHEET

1. Indicate on building plans fixtures being used
2. Identify fixtures and quantity being used on this worksheet
3. Show vent size and placement
4. Show drainage system size and placement
5. Provide service shut off
6. Location of hot water tank (**electric only**)
7. Vent hot water tank relief valve to exterior of building
8. Atmospheric vacuum breakers required on all hose bibs

QUANTITY	DESCRIPTION	FEES	OFFICE USE ONLY	OFFICE USE ONLY	
	Water Closet (Toilet)	\$7.00	\$	2.5	
	Bathtub	\$7.00	\$	4.0	
	Lavatory (Wash Basin)	\$7.00	\$	1.0	
	Shower	\$7.00	\$	2.0	
	Sink and/or Disposal	\$7.00	\$	1.5	
	Dishwasher	\$7.00	\$	1.5	
	Laundry Tub/Sink/Tray	\$7.00	\$	2.0	
	Clothes Washer	\$7.00	\$	4.0	
	Urinal	\$7.00	\$	4.0	
	Drinking Fountain	\$7.00	\$	0.5	
	Floor Sink or Floor Drain	\$7.00	\$		
	Slop Sink	\$7.00	\$	3.0	
	Sewer	\$16.00	\$		
	Grease Trap	\$7.00	\$		
	Install/Repair Drain and/or Vent Piping	\$7.00	\$		
	Hose Bibs	\$7.00	\$		
	Electric Water heater (If gas, use Mechanical Permit)	\$7.00	\$		
	Waste Interceptor	\$7.00	\$		
	Water Piping and/or Water Treating Equipment	\$7.00	\$		
	Gray Water System	\$43.00	\$		
	Rain Water System, per Drain Inside Building	\$7.00	\$		
	Hot Tub	\$7.00	\$		
	Lawn Sprinkler System	\$7.00	\$	1.0 (ea. Head)	
	Medical Gas Piping	1 – 5 Inlet(s)/Outlet(s)	# of Outlets:	\$54.00	\$
		Each Additional Outlet	# of Outlets:	\$5.00	\$
	Vacuum Breakers	1 – 5 Breakers	# of Breakers:	\$5.00	\$
		Additional Breakers	# of Breakers:	\$1.00	\$
	Backflow Preventer	2” or smaller		\$7.00	\$
		Over 2”		16.00	\$
1	PERMIT FEE	\$36.00	\$	36.00	
	TOTAL FEES		\$		

OFFICE USE ONLY

DEPARTMENT ROUTING/REVIEW SHEET

DEPARTMENT	COMMENTS	STAFF INITIALS/ DATE APPROVED									
PLANNING	<input type="checkbox"/> See attached "Approved Site Plan " dated _____ <input type="checkbox"/> See attached "Planning Division Conditions of Approval" letter dated _____ <input type="checkbox"/> Option 1 (Full Fees due at Permit Issuance) <input type="checkbox"/> Option 2 (Deferral Options ½ fees due at permit issuance) <input type="checkbox"/> CAO <input type="checkbox"/> Flood <input type="checkbox"/> PW Review Necessary SCHOOL MITIGATION FEES: <input type="checkbox"/> N/A <input type="checkbox"/> Pay prior to issuance	_____									
BUILDING DATA	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Occupancy Type: _____</td> <td style="width: 33%;">Full Baths: _____</td> <td style="width: 33%;"># of Stories: _____</td> </tr> <tr> <td>Construction Type: _____</td> <td>¾ Baths: _____</td> <td># of Bedrooms: _____</td> </tr> <tr> <td></td> <td>½ Baths: _____</td> <td>Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Occupancy Type: _____	Full Baths: _____	# of Stories: _____	Construction Type: _____	¾ Baths: _____	# of Bedrooms: _____		½ Baths: _____	Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Occupancy Type: _____	Full Baths: _____	# of Stories: _____									
Construction Type: _____	¾ Baths: _____	# of Bedrooms: _____									
	½ Baths: _____	Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No									
ENGINEERING	<input type="checkbox"/> LDP <input type="checkbox"/> Encroachment <input type="checkbox"/> OTHER: _____	_____									

WORKSHEETS

BUILDING VALUATION WORKSHEET					FEES	OPTION 1	OPTION 2	BAL. DUE
AREA TYPE	AREA (sq ft)		RATE					
MAIN FLOOR		X		=				
2ND FLOOR		X		=				
GARAGE		X		=				
BASEMENT: Semi-Finished Unfinished		X		=				
DECKS: Uncovered Covered Patio		X		=				
Covered Front Porch		X		=				
FIREPLACES		X		=				
OTHER:		X		=				
TOTAL AREA:								
COMMENTS:					Building Permit			
					Plan Check			
					Less Deposit	()	()	
					Mechanical			
					Plumbing			
					Storm Hookup Insp			
					SW Sewer			
					Sewer Connection			
					Sewer Hookup Insp			
					Water Set Up Fee			
					Water Connection			
					Bakerview Water			
					<input type="checkbox"/> ¾" <input type="checkbox"/> 1" <input type="checkbox"/> 2"			
					H2O Meter Install			
					Traffic Mit Fee			
					Park Mit Fee			
					Storm Mit. Fee			
					V.Y. Storm Mit			
					Archive Fee	\$10.00	\$10.00	
					State Fee	\$4.50	\$4.50	
					TOTAL:			

Under Option 2: Balance must be paid prior to final inspec.

PERMIT SPECIALIST	_____	_____
	SIGNATURE	DATE

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**USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLANS
DOES NOT NEED TO BE SUBMITTED WITH PERMIT APPLICATION – FOR YOU USE ONLY**

SITE PLAN – 2 COPIES (DO NOT ATTACH TO BUILDING PLANS)	
ITEMS REQUIRED TO BE ON PLANS	
<input type="checkbox"/>	SITE PLAN MUST BE ON 11" X 17" SHEET OR LARGER – DO NOT INCLUDE BUILDING DETAILS ON SITE PLAN.
<input type="checkbox"/>	Map scale (1" = 10', 1" = 20" or larger)
<input type="checkbox"/>	Site address, parcel number, legal description and North arrow.
<input type="checkbox"/>	Lot area, and proposed lot coverage area (all buildings, porches, decks, and other structures on the site.) Also express the lot coverage area as a percentage of the total site area (ex. 3,000 sq ft lot coverage on a 10,000 sq ft lot = 30% lot coverage).
<input type="checkbox"/>	Building Height (measured from highest point of existing grade to highest point on the structure). Height shall be in conformance to zoning ordinance or application will be rejected.
<input type="checkbox"/>	Property lines, with corners and dimensions must be shown and labeled along with any easements (utilities, access, etc.) (NOTE: Roof overhang may extend to a maximum of 24" into a required building setback; however, NOT within any easement, unless approved by the Public Works department, or located within specific Planned Unit Developments (PUDs). Please see staff if you have a question.
<input type="checkbox"/>	Adjacent streets or alleys with street names shown and labeled.
<input type="checkbox"/>	Front, rear, and side building setback dimensions from property lines, measured from the nearest point of the structure to the property line. (Note: Porches and decks must meet the minimum setbacks for the zone.)
<input type="checkbox"/>	Location, dimensions, and square footage of all existing and proposed buildings. Make a clear distinction between the existing and proposed structures. Roof overhangs (eve) lines and exterior building wall lines must be shown and labeled separately.
<input type="checkbox"/>	The use of each building (garage, residence, etc.) must be identified.
<input type="checkbox"/>	The height of fences, decks, retaining walls, rockeries and other similar elements must be shown and labeled. (Note: Some of these items may require a separate building permit.)
<input type="checkbox"/>	Existing utilities on the site, including water, sewer, gas, or electrical lines, and any underground storage tanks or drain fields must be identified.
<input type="checkbox"/>	Proposed water, sewer, and storm drainage locations and where they will connect to the public system in the right of way, or otherwise flow off-site.
<input type="checkbox"/>	Location, dimensions, and surfacing materials of proposed driveway must be shown and labeled. Note: Driveways must be 12' wide and paved. Driveways longer than 50' must be paved for a minimum of 50'. Paved vehicular turn-around areas must be provided for parcels taking access from an arterial street. Turn-around area must be of sufficient size and design to accommodate a full-size vehicle so that it may maneuver easily and leave the site in a forward manner.
<input type="checkbox"/>	Any other paved areas such as patios, sidewalks, steps, etc. must be shown and labeled.
<input type="checkbox"/>	Slopes (existing or proposed) greater than 15%, including the location and quantities of any fill areas.
<input type="checkbox"/>	If applicable, critical areas on the site (streams, wetlands, slopes) and their buffers. (Note: If critical Areas are determined to be on or adjacent to the site, additional information will be required in order to ensure the requirements of the City's Critical Areas Ordinance are met).
<input type="checkbox"/>	If applicable, accurate locations of Shoreline jurisdiction boundaries or Floodplain boundaries.
<input type="checkbox"/>	Any other information that the Community Development Department deems necessary for review of the application. (Check with staff prior to application).

BUILDING PLANS (Two (2) Sets)

PLANS MUST BE ON 24" x 36" SHEETS OF PAPER

****USE THIS LIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN****

COVER SHEET REQUIRED AND TO INCLUDE: CODE SUMMARY (CODE EDITION), BUILDING FEATURES, LIFE SAFETY SYSTEMS, IF APPLICABLE: OCCUPANT LOAD/EGRESS CAPACITY CALCS, GROSS FLOOR AREA IN SQ. FT., TRAVEL DISTANCE, FIRE PROTECTION SYSTEMS EXISTING/TO BE INSTALLED, AND LOCATION AND TYPE OF FIRE EXTINGUISHERS. PROJECT NARRATIVE OR DESCRIPTION, SPECIAL INSPECTOR PLAN FOR THRESHOLD BUILDINGS.

ELEVATION PLAN – 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

- Elevation view of all sides of the structure (minimum 4 sides)
- Show exterior materials, roof pitches, grading, chimney termination and attic ventilation.
- Show existing and proposed grades. *NOTE: Sites with slopes greater than 10% may also require a grading plan – check with staff for details.*

FOUNDATION PLAN & DETAILS (INCLUDE DECKS/PATIOS)- 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

- All footing, stem wall, pier sizes, and retaining walls.
- Size and placement of all reinforcement.
- Depth of footings below grade.
- Type and location of all anchorage hardware. Include specific type of hold downs.
- Identify method and amount of crawl space ventilation.
- Crawl space access location and opening size.
- Deck framing and/or concrete patio (Show location on foundation & floor plan).
- Provide sectional detail of foundation.

FLOOR PLANS FOR EACH LEVEL WHICH INDICATE: - 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

- Label use of all rooms, room sizes, and water closet clearance & shower dimensions.
- Lighting Plan – If applicable, show the 50% required High Efficacy Lighting
- All window and door sizes and type. Indicate all required emergency egress openings.
- Indicate the locations of all required smoke and carbon monoxide detectors.
- All header sizes and material. Provide design calculations for any header exceeding 6' in length.
- Indicate required safety glazing at all hazardous locations in accordance with R308.4.
- Location, type, and fuel source of all fuel burning appliances.
- Indicate the location and type of vehicle impact protection devices (such as bollards).
- Indicate the location and CFM of all required mechanical ventilation.
- Show location of all decks and/or concrete patios.
- All required fire separation detailed on the plan.

FLOOR FRAMING PLAN FOR EACH FLOOR – 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

- Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
- All beam sizes on the plan (include design calculations if more than 6').
- Deck framing including ledger attachment, flashing detail, and specific hardware.
- Methods of support and all connecting hardware.

ROOF PLAN - 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

- Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
- Truss layout diagram and specification details for each truss (if applicable).
- All beam sizes on the plan (include design calculations).
- Layout of submitted roof trusses is required to match plan layout.
- Complete details of over-framing support and connections.
- Methods of support and all connecting hardware.
- All methods of uplift restraint indicate specific hardware to be used.

**BUILDING PLANS (Two (2) Sets)
PLANS MUST BE ON 24" x 36" SHEETS OF PAPER**

****USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON EACH TYPE OF PLAN****

BUILDING BRACING PLAN (any approved method is allowed for each braced wall) – 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

<input type="checkbox"/>	Methods and locations of all wall bracing: braced wall panels, alternate panel or narrow portal, continuously sheathed or engineered shear design. Include required interior braced wall lines.
<input type="checkbox"/>	All hold-down locations. Indicate the specific hardware, which is to be used.
<input type="checkbox"/>	Provide complete details, including standard exterior and interior, alternate, narrow portal, or engineered.
<input type="checkbox"/>	If the benefits of continuous sheathing provisions are to be used, provide the percentage of countable panels.

CROSS SECTION DETAILED PLANS – 2 Copies

ITEM (Map scale – 1/4" = 1'0" or 1/2" = 1'0")

<input type="checkbox"/>	Typical structural cross sections showing size of footing, thickness of foundation walls, type of basement floors, size of floor joists and spacing, size and spacing of studs, ceiling joists, rafters and spacing of same, headers over large openings, insulation, and type of size of sill and anchor bolts. Stairs; show rise and run, headroom, width, handrails, guardrails and landings. Sections will show interior and exterior finish, type of roofing, joist bearing and ceiling height. Provide list of all required special inspections (Verify with Engineer of Record, if applicable, i.e., concrete, welding, etc.)
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IRC ENERGY CODE COMPLIANCE FORM - 2 Copies

WSEC Prescriptive Worksheet Energy Code Compliance for Zone 1 (SFR/Duplex - International Residential Code only)

<input type="checkbox"/>	Completed Energy Code Prescriptive Compliance Form Zone 1, which may be found on-line at: http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx
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IBC NON- RESIDENTIAL GROUP ENERGY CODE COMPLIANCE

<input type="checkbox"/>	This Occupancy must comply with IBC & W SEC Non-Residential Energy Code for Commercial structures including Multi-Family.
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ENGINEERING - 2 Copies

We are unable to accept single-sided engineering reports

<input type="checkbox"/>	2 copies (1 wet-stamped double-sided) of structural engineering, where applicable
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NOTE: OTHER PLANS MAY BE REQUIRED – CHECK WITH APPLICABLE DEPARTMENTS