CITY OF SEQUIM

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
152 W. Cedar Street, Sequim, WA 98382
(360) 683-4908

BUILDING PERMIT CHECKLIST FOR A NEW SINGLE-FAMILY RESIDENCE

*Not for new manufactured or modular homes.

Before you upload your documents, make sure you have everything ready. Your uploaded documents will not be saved if you close the application before completing it.

- **BUILDING PERMIT PLAN SET** must be scaled and include the following:
  - **Building Site Plan**, showing:
    - Legal description
    - Parcel number
    - Address
    - Date
    - Scale
    - North arrow
    - Property lines
    - Easements
    - Adjacent streets/alleys (with street names)
    - Topography
    - Elevation callouts at property corners, finished floor elevation, and areas of significant elevation change
    - Location of new home and any existing structures
    - Driveway location and material
    - Location of outdoor utility equipment
    - Utility service lateral locations (water, sewer, electrical, and gas)
  - **Elevations from all four directions**, showing:
    - Pre- and post- construction grade lines
    - Height of structure from grade.
  - **Floor plan**, showing:
    - Door and window locations and dimensions
    - Room identification
    - Smoke, carbon monoxide, and heat detector locations
    - Plumbing equipment and fixture locations
    - Mechanical equipment and fixture locations
  - **Foundation plan**
  - **Floor framing plan**
  - **Main framing plan**
  - **Roof framing plan**
  - **Cross sections**
  - **Structural details**

- ❖ **STRUCTURAL CALCULATIONS**
  - Calculations must be stamped by a Washington State Licensed Engineer or Architect, or
  - If an architect's or engineer's services are not being used to design the house, prescriptive calculations for foundation elements, braced walls, and gravity loads must be submitted.
  - Structural calculations, whether engineered or prescriptive, must be represented in the building permit plan set.

- ❖ **ENERGY COMPLIANCE WORKSHEETS**, available here: WSEC-R 2021 Code Forms and Resources

- ❖ **SPECIFICATION SHEETS,** for**:**
  - Equipment selected to meet energy compliance.
  - Gas, wood, and/or pellet heating stoves.

- ❖ **STORMWATER SITE PLAN**

- See Stormwater Guidance Sheet, available here: City of Sequim Stormwater, Erosion and Sediment Control Plan.