



Residential Information & Checklist


New Construction, Addition, or Alteration


Form # BFS0003 A

Revised: 2-10-09

Building & Fire Safety Division - Yakima County Public Services

This Brochure provides information about the permit process, for residential construction of a New home, Addition and Alteration.

 A permit for new construction of a single family residence generally takes about three weeks depending on the complexity of your project, the information you provide and the reviewing staffs' workload at the time of application.

 ALL review and approvals applicable to your project must be completed before your permit can be issued.

Typical Application Submittal Requirements

(Will vary dependant upon your proposed project)

1. General Application for Construction and Narrative.
2. Residential Checklist (attached)
3. Site Plan (See Site Plan Requirements).
4. Plans (2 complete sets) 1 set will be returned to you at time of permit issuance.
5. Zoning Application (if applicable)
6. WSEC Energy Code Compliance Form (completed).

Additional Yakima County Handouts and Website information that may be of assistance:

- Site Plan Requirements
- Homeowners Guide to the Building Process.
- Washington State Energy Code Information can be found at: <http://www.energy.wsu.edu/>
- <http://www.yakimacounty.us/publicservices/PermitsApplicationsForms/>
- Accessory Structure Information
- www.yakimap.com for parcel information

Typical Review And Approvals Required Before A Permit Can Be Issued

- Septic Clearance approval from Yakima District Health (509 575-4040) OR an Outside Utility Agreement from Sewer District, as applicable. (Required for new construction, or adding additional bedrooms.)
 - Road Approach and issuance of your address from Yakima County Transportation Division. (If access is from a State Hwy, State Road Approach approval is required).
 - Zoning approval – Verification of land use, setbacks from Especially Sensitive Land Uses, and/or Roads and access easements.
 - Environmental Zoning review – If placement of the proposed home is within a Critical Area buffer zone.
 - Flood Hazard review if a portion of your parcel is within the Flood Plain or Flood Way. (There is No permit fee for a Flood Hazard Review when review is associated with your building permit application).
- Structures 3,600 square feet and over require review by the Yakima County Fire Marshal.**
- Structures over > 4,000 square feet require the plans be stamped by a registered design professional.**
- Upon review of your actual application and site plan, additional comments / reviews may be forthcoming.**

Electrical permits may be obtained at

Washington State Department of Labor and Industries • 15 West Yakima Ave • Yakima 98902 • (509) 454-3760

Typical Residential Plan Detail Requirements

| | |
|---|---|
| <input type="checkbox"/> Plan General Notes | |
| 1. Building Code Reference 2. Plans Drawn to Scale (i.e.: 1/4" = 20') 3. Wind Design, Snow Load, Seismic | 4. Grade and species of lumber 5. Summary of SQ. FT. for each floor / use 6. WSEC Energy Code Compliance Form |
| <input type="checkbox"/> Floor Plan (One for each floor) | |
| 7. Room use, and room size 8. Plumbing fixtures & locations 9. Mechanical equipment, size & locations 10. Window & door sizes & locations | 11. Smoke detector locations 12. Occupancy separation (between habitable space, garage, etc.) 13. Attic access opening, size, & location |
| <input type="checkbox"/> Foundation Plan | |
| 14. Dimension footings and foundation 15. Independent footings/piers, size, location, spacing | 16. Lateral Brace Panel, size, location, & if applicable alternate brace panel design sheets 17. Crawlspace ventilation, size and location |
| <input type="checkbox"/> Floor Plan | |
| 18. Floor joist size, spacing, & span 19. . Supporting beam size, spacing & span 20. Crawlspace access, size and location | 21. Engineered floor joist layout sheet (including the crawl space access opening) & individual design reports |
| <input type="checkbox"/> Roof / Ceiling Plan | |
| 22. Rafter/Ceiling/Cross Ties, size, spacing, span & layout 23. Truss layout & individual truss engineering sheets. | 24. Roof I-joist layout sheet, individual joist & beam design reports. 25. Beam sizes (and associated engineering if applicable) |
| <input type="checkbox"/> Cross Section | |
| 26. Footing & foundation dimensions with depth below grade 27. Sill plate size & material 28. Anchor bolts (diameter, length, spacing) 29. Stud size and spacing 30. Vapor Barrier within crawlspace 31. Insulation Type and R-value (floor, walls, ceiling) 32. Wall height 33. Interior wall coverings | 34. Exterior wall coverings 35. Floor joists 36. Ceiling joists 37. Beams and headers (size & locations) 38. Blocking 39. Roofing material 40. Roof sheathing 41. Attic ventilation, size & locations 42. Stairways (rise, run, width, handrail height, clearances) |
| <input type="checkbox"/> Elevations | |
| 43. Front, rear, and sides 44. Siding and roofing 45. Final grade | 46. Roof pitch 47. Other _____ |



Residential Checklist

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Building & Fire Safety Division - Yakima County Public Services

| | |
|---|--|
| Tax Parcel Number: <small>(Use WWW.YAKIMAP.COM if needed) Example: 191319-59484</small> | Official Use Only: <hr/> Project #: _____ Date: _____ Case #: _____ PC: _____ |
| Property Owner: _____ | Day Phone: _____ |
| Job Site Address: _____ | |
| My project is for a: <input type="checkbox"/> New residence <input type="checkbox"/> Addition <input type="checkbox"/> Alteration | |

THIS IS NOT A REVIEW:

- This checklist is to assist you in providing us with the minimum information needed to start plan review for your project.
- Typical information required is listed below (as applicable). Incomplete applications are not acceptable.
- If found your application is incomplete, your project will not be placed on the plan review work list until all applicable items have been submitted.

| <i>Two (2) complete sets of plans and *Associated engineering (stamped by engineer) are required for plan submittal</i> | | | | |
|---|--------------------------|--------------------------|--|----------------|
| | YES | N/A | Submittal Items | Staff Comments |
| 1. | <input type="checkbox"/> | | Application for Construction and Narrative. | |
| 2. | <input type="checkbox"/> | | Completed Residential Checklist | |
| 3. | <input type="checkbox"/> | | Site Plan (See the "Minimum Site Plan Requirements" Handout). | |
| 4. | <input type="checkbox"/> | | Floor Plan (One for each floor). With square footage calculated separately for each floor and / or use (residence, porch, deck, garage, etc) | |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | (Addition or Alteration) - Existing floor plan and new / proposed floor plan. | |
| 6. | <input type="checkbox"/> | | Foundation Plan. | |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan Layout-*Manufactured floor system, provide engineering & layout | |
| 8. | <input type="checkbox"/> | | Typical Cross Section Through Structure, From Roof Through Foundation. | |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Roof / Ceiling Construction Plan. | |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | *Roof Truss Layout & Individual Truss Sheets (stamped by engineer). | |
| 11. | <input type="checkbox"/> | | Elevation Drawing (one for each side of structure). | |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Residential Energy Code Compliance Form. | |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Zoning / Subdivision Decisions that may be associated with project | |

Residential Checklist - Continued

New Construction, Addition, or Alteration

| |
|-----------------|
| Office Use Only |
| BLD # _____ |

Square Footage & Misc. Information:

| | |
|--|----------------------------|
| Main / 1 st floor square footage: _____ | Number of Stories: _____ |
| Second floor square footage: _____ | |
| Third floor square footage: _____ | Number of Bedrooms: _____ |
| Basement square footage: _____ | Number of Bathrooms: _____ |
| **Covered Porches / Patio: _____ | |
| **Deck square footage: _____ | |
| **Garage square footage: _____ | |
| Other: _____ | |
| Total square footage: _____ | |

**List separately if more than one of each type, front, rear, etc.

Plumbing Supplemental Information: (Quantity For Each Type Of Fixture)

Sinks: _____

Bathtubs / Showers: _____

Water Closets (Toilets): _____

Clothes Washer: _____

Dishwasher: _____

Hot Water Heater: _____

Water Softener: _____

Hose Bibs: _____

Floor drains: _____

Other: _____

Mechanical Supplemental Information: (Quantity And Size Of Equipment)

| | <u>Quantity</u> | <u>Electric</u> | <u>Gas</u> | <u>Size (BTU, KW, TON etc.)</u> |
|---|-----------------|-----------------|------------|---------------------------------|
| Furnace: _____ | □ | □ | | _____ |
| Air Conditioner: _____ | | | | _____ |
| Cooking Range / Oven: _____ | □ | □ | | |
| Range / Cooktop Vent Fan: _____ | | | | |
| Clothes Dryer: _____ | □ | □ | | |
| Vent Fans: _____ | | | | |
| Gas Piping: _____ | | | | |
| Other Appliances: _____ | □ | □ | | |
| Please list Alternate Heat Source (Wood Stove, Gas Log Fireplace etc): _____ | □ | □ | | |