

## Residential Permit Submittal Checklist

Your application submittal must have the following minimum items for review:

- Application form** (attached)
- Residential plans submittal requirements checklist** (attached)
- Two (2) sets of complete **building plans** conforming to the 2012 International Residential Code
- Two (2) complete **plots plans on 8 ½ x 14** (see attached plot plan checklist requirements)
- Two (2) complete separate **stormwater site plans** showing property contours and **stormwater plan application** (attached) – do not show stormwater on plot plans
- If the parcel is not located within a recorded subdivision or short plat, we will need one (1) copy of the **recorded sales history\* from 1969 to the present**

OR

**recorded copy of the current owner's deed** (to be determined by Permit Technician)

\*Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyance affecting the subject property. Sales history packages may be obtained from any local title company. **State law prohibits the issuance of permits on property that has been illegally created.**

- Payment by check, cash, or credit card for **plan review fee** is required at time of application. Vendor fee applies to credit card payments.

**If any of the above information is missing, your permit application cannot be accepted.**

Revised 8/21/15



Community Development  
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[www.clark.wa.gov/development](http://www.clark.wa.gov/development)



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**Prior to issuance of your building permit, some may apply:**

- One (1) copy of the **contractor's valid Washington State License** may be required if our system shows the license is expired
- A currently **certified Erosion Control Person (CESCL)** – all contractors are required to have a certified sediment control lead
- **Verification of Sewage Disposal:**
  - If the residence will be served by a septic system, a valid **septic tank permit or a release letter** will be required. Contact Clark County Public Health located at 1601 East 4<sup>th</sup> Plain, Vancouver, (360) 397-8428
  - If the residence will be served by sewer, please provide verification of **sewer availability** from Clark Regional Waste Water District located at 8000 NE 52<sup>nd</sup> Court, Vancouver, (360) 750-5876 or City of Vancouver, located at 415 W 6<sup>th</sup> Street., Vancouver, (360)696-8101
- **Verification of Water Supplier:**
  - If a private or community well services the residence, you may need to obtain a valid **W.A.V.E or Community Well** approval from Clark County Public Health prior to permit issuance
  - If the residence will be served by **public water system**, and is not located in a recorded subdivision, you may need to provide a letter of approval from the appropriate water agency or documentation of current connection
- **Electrical Permits (for projects in unincorporated Clark County only)**  
Washington State Labor & Industries located at 312 SE Stonemill Dr., Ste 120  
Vancouver, (360) 896-2371

**Residential Plot Plan Checklist**

Permit # \_\_\_\_\_

**Scale**

- Only use standard scales found on an Engineer's scale (such as 1"=10', 1"=20', etc.)
- Parcels over one (1) acre do not need to be drawn to scale as long as they are proportioned properly.

**Size**

- No plot plans larger than an 8.5 x 14 inch page (suitable for archiving)  
\*Leave a four-inch blank space on the page for county review stamp(s)

**Identify property features**

- Lot and subdivision name and /or tax lot and parcel number
- North arrow
- Property lines and dimensions
- Easements (size, type, and dimensions)
- Access point/driveway (show width and length, distance to property line)
- Right of ways (width, centerline dimensions and street names) Staff: arterial r/w?
- Bridges (if applicable)
- Physical attributes and buffers (wetlands, water, slopes, etc.)

**Identify proposed structures and features**

- Dimension, footprint and roofline of proposed structure
- Elevations at four corners of structure in addition to property corners
- Setback from closest point of structure to property lines, edge of easements, right of ways, water marks/ways, features, and buffers
- Building envelopes, if shown on recorded plat (for geohazard setbacks, habitat buffers, etc.)

**Identify existing structures and features**

- Show and label all existing structures including dimensions
- Are trees being removed? Y/N \_\_\_\_\_ How many? \_\_\_\_\_

**Identify services and systems**

- Water lines and/or any well(s), show waterlines from well or street to dwelling
- Sewer lines or septic tanks, drain fields and reserve drainfield, show sewer connection to dwelling

**Plot plans must be legible or your application will NOT be accepted.**

**Residential Plans Submittal Requirements**

Permit # \_\_\_\_\_

Applicant shall provide two sets of the following:

**Note: All applicable items must be included. All details can be found on the SWW-ICC Website at [sww-icc.org](http://sww-icc.org).**

**1. Two complete sets of legible plans.** Plans must be drawn to  $\frac{1}{4}'' = 1'$ , showing conformance to applicable local and state building codes.

Structural details and connections must be incorporated into the plans or on a separate full-sized sheet attached to the plan with cross references between plan location and details. Engineer of record's detail sheets shall be attached as required.

Plans over 3600 square feet require Water Availability Letter (firefighting water supply).

Garages must be oriented correctly on plans.

Fireplaces must be included in the scope of work.

**2. Foundation Plan.** Show dimensions, anchor bolts and location, hold-downs, concrete pads, connection details, vent size and location.

All elevation changes must be included in foundation plans and step details must be provided. Any step greater than 4' requires engineered foundation design.

Provide geotechnical report if known site conditions exist. Clark County GIS is an available resource at [gis.clark.wa.gov/maponline](http://gis.clark.wa.gov/maponline).

**3. Floor plans.** Show dimensions, identify all rooms, identify all pertinent elements and systems, and include window sizes, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks.

For manufactured joists, verify that a min 1-1/4 inches solid rim board is provided, otherwise provide engineering justification from engineer on record. See SWW-ICC Detail: [R301.1-1](#).

Manufactured floor joist require blocking at all bearing points.

Special requirements apply when using manufactured joists in basement locations. Engineering review is required.

For open web trusses, provide engineered load path detail or solid rim. See SWW-ICC Detail: [R301.1-2](#).

**4. Cross section(s) and details.** Show all framing-member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction.

Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, retaining walls, stairs, fireplace construction, thermal insulation, etc.

For houses with 5' setbacks, fire resistive protection at eaves is required. See SWW-ICC Detail: [R302.1-3](#).

For houses with 4' setbacks, one-hour construction with a maximum of 25 percent glazing is required. See SWW-ICC Details: [R302.1-2](#) and [R302.1-3](#).

For decks and patio covers, provide footing design, connection details, and engineering, if applicable.

**5. Elevation views.** Provide all elevations (front, rear, and sides) for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four feet at building envelope.

**6. Wall bracing: prescriptive path OR engineered lateral analysis (circle one).** Plans must indicate details, exterior and interior locations; for non-prescriptive path analysis, provide specifications and calculations to engineering standards (see #11 below).

**7. Floor/roof framing.** Provide plans for all floors/roof assemblies, indicating type and lumber sizing, spacing, and bearing locations. Show attic ventilation

**8. Basement and retaining walls.** Provide cross sections dimensions and details showing placement of rebar, drainage, backfill, etc. Provide engineer's calculations (see # 11 below).

Backfill greater than 4' requires engineering.

**9. Manufactured floor/roof truss design details.** Show location and type of connectors, per IRC Standards.

Design for 135 mph ultimate wind speed, exposure B. Verify mechanical connectors are sized for uplift when over 600 lbs. When uplift is over 1000 lbs., load path to foundation is required. See SWW-ICC Detail: [R301.1-5](#).

Attic truss requires load path. Engineer to revise, if not provided. For reference, see SWW-ICC Detail: [R301.1-3](#). For truss bearing on beams beyond exterior walls, load path required to foundation. See SWW-ICC Details: [R301.1-3](#), [R501.2-4](#), and [R501.2-5](#).

**10. Beam and joist sizes.** Provide prescriptive beam and joist sizes by code reference **or** submit engineering calculations and detail (see #11 below).

**11. Engineer's calculations.** Engineering shall be stamped by an engineer or architect licensed in the State of Washington. Engineering shall be site specific. Stamped engineering or architectural documents must have a "wet" (original) signature on at least one copy.

Calculations shall be site specific to current design criteria 135 mph, exposure B. Provide lateral design, uplift, overturning, and gravity loads. Detail complete load path.

Walls greater than 10' in height shall be continuous (balloon framed) and designed. Segmented (hinged) walls at stairs and similar locations must be full height and engineered.

12. Two (2) copies of the **completed Washington State Energy Code forms, including window schedule**. Minimum size for WSEC plan sheet is 11x17".

Verify equipment (exhaust, fresh air), furnace, and duct sizing per WSEC or Manual J.

I acknowledge that I have provided all the required plans and documents as noted above. I understand these are the minimum building plan and permit submittal requirements.

**NOTE: You will be subject to a minimum two-hour additional plan review fee** if you did not supply all of the information as indicated above. The Plans Examiner may request additional plans and details during review.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Check One:**             Owner     Contractor     Agent

# Residential Permit Submittal Stacking Order

## All submittal items are required to be in this order:

- Application form
- Zero-Lot Line Townhomes – recorded covenant running with the land
- Permit Center Requirements, see below
- Building Plan Requirements, see below
- Deed history, if applicable

## All items below require two copies separated into two packets:

Please refer to the Residential Permit Submittal Checklist for details required in each of the requirement sections below.

### Permit Center Requirements

- Plot plans on 8 ½" x 14" size paper
- Residential Stormwater Plan Application and requirements

### Building Plan Requirements

- Building plans – plans must be folded
  - Engineered floor layout
  - Engineer's detail pages
  - Large scale WSEC plan
- Roof truss calculations
- Engineer's calculations
- Beam and joist size calculations
- Window schedule form
- Energy worksheet or Manual J
- Geo Tech Report, if applicable
- If home is over 3600 square feet, a letter from the water purveyor indicating flow and pressure adequate to meet fire standards must be provided

I certify that my submittal package contains the required information listed above and is accurate. If my application submittal package is not correct as listed above, I understand that my application will not be accepted today and I will be required to re-apply when I have all of the required information.

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Applicant signature

Printed name

Contact number

**Revised 6/6/14**



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# Residential Building Permit Application

### Property owner information

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Permit number: \_\_\_\_\_

**Contractor**       **Applicant**       **Contact person**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 General contractor's license number: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Certified Erosion Control Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Application type

- New single family residence
- Residential addition
- Detached garage/shop (finished? Y / N)
- House move
- Other: \_\_\_\_\_

### Proposed

- One story
- Two story
- Existing number of bedrooms: \_\_\_\_\_
- Proposed number of bedrooms: \_\_\_\_\_
- Proposed number of bathrooms: \_\_\_\_\_

### Type of heat

- Electric
- Gas
- Other: \_\_\_\_\_

### Additional permit needed

- Road approach for public roads
- Mechanical (fireplace, furnace, gas piping, woodstove, heat pump)
- Plumbing (lawn sprinklers, water service, moving fixtures)
- Accessory dwelling unit
- Adult foster care for WABO
- Guest house
- Deck or patio cover / entry way
- None of the above

### Square footage

- Existing house: \_\_\_\_\_
- Proposed **new** finished\*: \_\_\_\_\_
- Proposed **new** unfinished: \_\_\_\_\_
- Proposed **new** basement finished: \_\_\_\_\_
- Proposed **new** basement unfinished: \_\_\_\_\_
- Proposed **new** garage: \_\_\_\_\_
- Proposed **new** carport: \_\_\_\_\_
- Proposed **new** deck: \_\_\_\_\_
- Proposed **new** patio cover: \_\_\_\_\_
- WABO client area: \_\_\_\_\_
- Proposed **new** entry ways: \_\_\_\_\_

**Total project valuation** \$ \_\_\_\_\_

Building materials and labor only

\* Do not add new square footage to existing square footage of dwelling.

**Project description** including proposed overall footprint dimension and any decks, awnings, carports, etc.

### Utilities

- Septic system
- Sewer, district:
- Private well
- Community well
- Public water, district:

### Property location/address

Subdivision name, if applicable

Lot number or parcel number

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial or revocation of the permit.

Applicant/Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 10/14/13



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# Residential Stormwater Plan Application

## Site Information

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Site address: \_\_\_\_\_ Parcel/account number: \_\_\_\_\_

Describe your stormwater plan:

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## Impervious Surfaces Worksheet

**Table 1. Site Areas**

	Description/Surface Type	Area (sf) *
<b>A</b>	<b>Total site area (1 acre = 43,560 sf)</b> <i>Total size of the lot/property.</i> <i>For example, 1/2 acre lot: multiply .5 x 43,560 = 21,780</i>	_____
<b>B</b>	<b>New impervious surface area</b> <i>Impervious surface areas to be created with the project. See definition of impervious surface.</i> <ul style="list-style-type: none"> <li>▪ Roofs/Buildings</li> <li>▪ Driveways</li> <li>▪ Other (patios, hard courts)</li> <li>▪ Total</li> </ul>	_____ _____ _____ _____
<b>C</b>	<b>Replaced impervious surface area</b> <i>See definition of replaced impervious surface.</i> <ul style="list-style-type: none"> <li>▪ Driveway</li> <li>▪ Other (patios, hard courts)</li> </ul>	_____ _____ _____
<b>D</b>	<b>Total new and replaced impervious surface area</b> <i>Add totals of lines B and C.</i>	_____
<b>E</b>	<b>Area of land disturbing activity</b> <i>See definition of land disturbing activity.</i> <i>Note: Any new and replaced impervious surface counts as land disturbance.</i>	_____

\*Areas must be filled in for customer to proceed with application at Permit Center.

Revised 6/17/14



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**Is this parcel in a subdivision that was approved after January 1, 1994?**

If so, you are required to submit the drainage details from the approved subdivision engineering plans for your specific lot. Two clean, readable sets are required.

**Provide two (2) complete stormwater site plans with this sheet.**

The stormwater site plan shall include:

- Impervious surfaces
- Erosion control measures
- Proposed roof drainage
- Crawl space drain
- Drainage patterns (for example, where does the driveway drain to?)
- Contours lines (elevations at four foot minimums) within 50 feet of all proposed construction and along proposed driveway, available through Maps Online at [www.clark.wa.gov](http://www.clark.wa.gov)

**Definitions**

- **Impervious Surface:** A hard surface that either prevents or retards the entry of water into the soil. Examples include: structures, walkways, patios, driveways, carports, parking lots or storage areas, concrete or asphalt paving, gravel roads and packed earthen materials.
- **Replaced Impervious Surface:** For structures, the removal and replacement of any exterior impervious surfaces or foundation. For other impervious surfaces, the removal down to bare soil or base course and replacement. Note: a gravel or dirt area upgraded to asphalt or concrete is considered a new impervious surface rather than a replaced impervious surface.
- **Land Disturbing Activity:** Any activity that results in the movement of earth, or a change in the existing soil cover (both vegetative and non-vegetative) and/or a change in the existing soil topography. Examples include clearing, grading, filling, and excavation. Compaction that is associated with stabilization of structures and road construction shall also be considered a land disturbing activity. Vegetation maintenance practices are not considered land-disturbing activity.

For more detailed and site specific requirements, see the Residential Stormwater Manual.

Requirements of both Washington State's stormwater code and Clark County's Residential Stormwater Manual must be met.

This application is not meant to be inclusive, but rather is designed as a tool for compliance with Clark County Code 40.385 and Clark County's NPDES stormwater permit.