



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

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## SINGLE FAMILY SUBMITTAL CHECKLIST ADDITIONS & REMODELS

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ALL SUBMITTALS **MUST** BE COMPLETE

additions (exterior of structure and/or building footprint is affected or altered)

- Building Permit** Application (permit fees based on value of work)
- 3 sets of Site Plan** – drawn to 1" = 20' or 40' scale  
Must include the following:
  - Graphic scale, North arrow
  - 14-digit Assessor's property tax account number and project address
  - Property lines, easements, site dimensions and setbacks
  - Dimensions of all structures, existing and proposed, with setbacks to property lines labeled. Structures include decks, porches, eave overhangs, and chimneys.
  - Parking layout, locations, and ADA compliance (if applicable)
  - Location of utility services (gas, water, sewer, power, telephone, septic, and underground storage)
  - Natural drainage ways, method of drainage for surface water run-off and downspout discharge
  - All applicable street and utility improvements (curb, gutter, sidewalks, and driveways)
  - All regulated critical areas and their buffers
- 3 sets of Floor Plans** – drawn to 1/4" = 1' or larger scale. *Separate plans for each floor level.*  
Must include the following:
  - Dimensions and use of each room (i.e., bedroom, living room, etc.)
  - Include all walls, doors, and type of rated construction
  - Plumbing fixture locations (if applicable)
  - Decks, skylights, patios (if applicable)
  - Corridors, stairs – indicate widths (if applicable)
  - Appliances, furnaces, fireplaces, etc. – indicate fuels each appliance will use (i.e., electric dryer)
  - Door and window locations and dimensions – include direction of opening (if applicable)
  - Location of all smoke detectors, vent fans, and attic access (if applicable)
- 3 sets of Structural Information/Architectural Cross Sections and Details**  
Must include the following:
  - Complete structural calculations and lateral analysis
  - Complete cross sections and wall details
  - Shear walls, bracing panels and nailing/construction schedule details
  - Foundation plans, rebar placement and anchor bolts/hold-downs, size and location of vents, crawlspace access (if applicable)
  - Layout and size of beams and joists. Include grade and species of lumber. TJI or Mfg joists require layout for approval – provide 2 copies of Mfg engineered layout.
  - Layout of trusses and girder truss bearing point. Roof frame design must include loads for HVAC or other equipment, and line of any dropped ceilings.
  - Construction details for applicable stairways and handrails
  - Specify interior wall and ceiling finish materials, as well as exterior siding and roofing materials



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- 2 sets of **Structural Calculations** if prepared by an engineer or architect registered with the State of Washington. (Not required if using Prescriptive Design Approach from the IRC/IBC.)
- 3 sets of **Exterior Building Elevations** – drawn to  $\frac{1}{4}'' = 1'$  or larger scale  
Must include the following:
  - All applicable views of building exterior – with finished grade shown
  - Eaves and roof overhangs, roof pitch, and chimney locations and heights
  - All windows, doors, attic and roof vents
  - All decks, guardrails, landings, porches, stairs and handrails

## interior alterations & remodels (no impact to exterior of structure or building footprint)

- Building Permit** Application (permit fees based on value of work)
- 2 sets of **Floor Plans** – drawn to  $\frac{1}{4}'' = 1'$  or larger scale. *Separate plans for each floor level.*  
Must include the following:
  - Dimensions and use of each room (i.e., bedroom, living room, etc.)
  - Include all walls, doors, and type of rated construction
  - Plumbing fixture locations (include plumbing diagram), if affected by remodel
  - Corridors, stairs (indicate widths)
  - Appliances, furnaces, fireplaces, etc. – indicate fuels each appliance will use (i.e., electric dryer)
  - Door and window locations and dimensions – include direction of opening
  - Location of all smoke detectors, vent fans, and attic access
- 2 sets of **Structural Information/Architectural Cross Sections and Details**  
Must include the following:
  - Complete structural calculations and lateral analysis
  - Complete cross sections and wall details
  - Shear walls, bracing panels and nailing/construction schedule details
  - Layout and size of beams and joists. Include grade and species of lumber. TJI or Mfg joists require layout for approval – provide 2 copies of Mfg engineered layout.
  - Layout of trusses and girder truss bearing point. Roof frame design must include loads for HVAC or other equipment, and line of any dropped ceilings.
  - Construction details for stairways and handrails
  - Specify interior wall and ceiling finish materials