



# 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

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### ALL SUBMITTALS **MUST** BE COMPLETE

- Building Permit** Application
- Right-of-Way** Disturbance Permit Application (if applicable)
- 4 sets of **Landscape plans** (when required)
  - Species, size, placement, irrigation, planting and staking details for all proposed vegetation and site improvements
  - Location of all existing trees over six inches in diameter with the exception of alders and cottonwoods
  - Provide tree species and diameter – note trees to be removed, and trees to be retained
- 4 sets of **Site Plan** – drawn to 1" = 20' or 40' scale  
Must include the following:
  - Graphic scale, North arrow, Vicinity map, name/contact information of preparer
  - 14-digit Assessor's property tax account number, project address and legal description
  - Property lines, easements, site dimensions, setbacks, and right-of-ways that may affect the property
  - Dimensions of all structures, existing and proposed, with setbacks to property lines labeled. Structures include decks, porches, eave overhangs, and chimneys.
  - Building and lot corner elevations, sit topography, and grading elevations
  - Parking layout, locations, and ADA compliance (if required)
  - Driveway profile showing the percent of elevation change from the sidewalk to the garage floor. Include any necessary transitions. Percent of elevation change should not be greater than 12%.
  - 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
  - Finished site grade elevation
  - Finished floor elevation – grade for sewer and 10+ drainage, and finished floor elevation at garage
  - All required street and utility improvements (curb, gutter, sidewalks, and driveways)
  - Contour lines (shown in dashed or shaded lines), in sufficient intervals to clearly show existing drainage, slopes, and road grades.
- 4 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 (include plumbing diagram)
  - Decks, skylights, patios
  - Corridors, stairs (indicate widths)
  - Appliances, furnaces, woodstoves, fireplaces, laundry equipment, water heaters – indicate fuels each appliance will use (i.e., electric dryer, gas range, gas log fireplace, propane furnace, etc.)
  - Door and window locations and dimensions – include direction of opening
  - Location of all smoke detectors, vent fans, and attic access

**continued on back**



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- 4 sets of Exterior Building Elevations** – drawn to  $\frac{1}{4}'' = 1'$  or larger scale  
Must include the following:
  - All views of building exterior (north, south, east, west) – *with applicable 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
  
- 4 sets of Structural Information**  
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 (include cripple wall detail, 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 loafs for HVAC or other equipment, and line of any dropped ceilings.
  - Construction details for stairways, handrails, guardrails, decks and porches
  - Specify the siding, roofing material, and interior wall and ceiling finish materials

## ADDITIONAL SUBMITTAL REQUIREMENTS FOR **NEW** CONSTRUCTION:

- Water/Sewer** Service Applications (if applicable)
- WSEC** – Energy Code Compliance Worksheets
- Copy of **Pre-Application** review letters
- Copy of **Design Review** approval (DRB or Administrative, depending on location and lot size)
- Copy of **Hearing Examiner's** decision (if part of a land use action)
- Copy of **survey, soils reports**, and sensitive area/topographical information (when required)