



6000 Main Street SW, Lakewood, WA 98499

# NEW SINGLE FAMILY/DUPLEX

NUMBER REQUIRED	DESCRIPTION OF REQUIRED DOCUMENTS	SUBMITTAL	
		OPT	REQ
1	BUILDING PERMIT APPLICATION FORM		X
1	PLAN REVIEW FEE <i>(Due at Submittal)</i>		X
1	ZONING CERTIFICATION FEE <i>(Due at Submittal)</i>		X
2	SITE PLANS <i>(See CDD Handout #4) min drawing on 11"x17"</i>		X
2	Documentation necessary to verify legal lot status. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly a chain of title report. **		
2	CURRENT TITLE REPORTS <i>(within 30 days of Submittal)</i>		X
2	BUILDING/STRUCTURAL PLANS <i>min drawing on 11"x17"</i>		X
2	TRUSS ENGINEERING <i>min drawing on 11"x17"</i>		X
2	ELEVATION DRAWINGS <i>min drawing on 11"x17"</i>		X
1	SEWER PERMIT <i>(Permit Required BEFORE ISSUANCE) - Pierce County</i>		X
1	WATER AVAILABILITY LETTER <i>(Fire Flow Info) – Lakewood Water</i>		X
1	ENERGY FORM/HEAT LOSS CALCULATIONS		X
2	ENGINEERING <i>(Determined By BUILDING DEPT)</i>		X
1	TREE REMOVAL PERMIT APPLICATION <i>(Lots Greater than 17,000 GSF)</i>	X	

*\*May be waived by CDD if the Planning Department can verify legal lot status.*

## COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION REQUIREMENTS

The City of Lakewood Building Division enforces the 2006 series International Residential Code and Uniform Plumbing Code as adopted by City of Lakewood Ordinance. These codes set forth the minimum standards for sound construction and fire-life-safety issues.

### PERMITS

A permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building. (Section R105 IRC) Permits can be obtained at the Community Development Department permit counter.

### PLANS

Two complete sets of plans (copies made on substantial paper) must be filed at the time application is made for a permit. Plan sets shall be clear and legible, stapled together, in order, with each page numbered consecutively. **NO PENCIL DRAWINGS WILL BE ACCEPTED.**

Plan sets must include the following:

- Site Plan ( per Planning guidelines )
- Foundation Plan
- Floor Plan ( for each floor )
- Floor Framing Plan ( for each floor )
- Roof Framing Plan
- Elevations ( front side and back views )
- Complete construction details including material, sizes, connection details and any details of special features.

## INFORMATION REQUIRED ON PLANS

Engineering – when provided shall be prepared by an engineer licensed in the State of Washington. Structural calculations are required to be separated from the structural drawings. The cover sheet of the calculations and each sheet of structural drawings prepared by a licensed professional shall be 'wet' stamped.

### Foundation Plans – scale $\frac{1}{4}'' = 1'-0''$

- Plan view of foundation – show the size and shape with a dashed line for the footing. Show size and locations of all underfloor support footing pads.
- Cross sections – call out sizes of footings, required reinforcing steel and anchor bolts.
- Slab on grade – if applicable, indicate which areas are slab on grade and method of insulation.
- Crawl space vents – call out ventilation area required per IRC R408.1.
- Crawl space access – call out location and size of opening.
- Ground cover – describe type proposed. ( 6 mil black polyethylene minimum )
- Carports, patios, breezeways, decks, etc. – show extent and location and sizes of all slabs, foundations and footings.

### Floor Plans – scale $\frac{1}{4}'' = 1'-0''$

- Label the use of each room.
- Openings – show and size all wall openings (door and window). Indicate if fixed or operable. Label all safety-glazed openings. Call out on the plans the size and location of the attic access and any other openings in the floor or ceiling such as laundry chutes, dumbwaiters, etc.
- Emergency escape openings – provide at least one window or exterior door approved for emergency escape or rescue from a basement and every room used for sleeping purposes.
- Doors – call out sizes and show direction of swing. Show sliding door locations. If a pocket door is proposed, show the entire pocket area.
- Stairs – show direction of travel (up or down).
- Fireplace – install per manufacturers specifications.
- Smoke detectors – show locations of all smoke detectors. Indicate they shall be hard wired, interconnected and have battery backup.
- Plumbing fixtures – show locations of all fixtures, including bath, laundry and kitchen fixtures, water heater, pressure tanks and expansion tanks. Indicate the installation of seismic straps on the water heater.
- Furnace – show location and energy source.
- Occupancy separation – indicate one-hour separation required between the garage and living area. Typically  $\frac{1}{2}''$  gypsum wallboard is used on walls adjacent to the living area and on walls supporting one-hour rated ceilings. Ceilings typically have (1) layer of  $\frac{1}{2}''$  gypsum wallboard unless under habitable space, then one (1) layer  $\frac{5}{8}''$  Type X gypsum wallboard with  $\frac{1}{2}''$  gypsum wallboard on supporting walls or per listed assembly if using manufactured joists. Doors shall be self-closing, tight fitting,  $1-\frac{3}{8}''$  solid core wood or 20 minute fire rated metal.

### Framing Plans – Floor

- Layout – show the layout direction of all floor joists, indicating any cantilevered areas. Show sizes and direction of underfloor supporting beams. Clearly indicate deck areas and the requirement for treated materials.
- Materials and species – show floor and deck framing including size, species, grade and spacing.
- Connectors – beam to beam, post to beam and joist hangers. Call out size and locations.
- Miscellaneous structural components – show doubled joists, blocking, headers, bearing points, etc.
- Stairs – show locations of rough openings, headers, double joists, etc.

### Framing Plans - Roof

- Layout – show direction of layout for ceiling joists, rafters and trusses.
- Roof members – call out size, spacing, species, grade and all headers and beams. Show and label hip masters, hip jacks, end jacks, girder trusses, common trusses, hangers, bearing areas, etc.
- Connectors – call out sizes and locations.
- Ridges, hips and valleys – call out size and species of ridge board, hip rafter, valley rafter and purlins.
- Skylites – call out sizes and locations.

### Elevations – scale ¼"=1'-0"

- Exterior elevations – show all four-elevation views of the exterior of the building. Indicate the locations of all windows and doors.
- Exterior finishes – siding type, roofing type, veneers, etc.
- Vertical dimensions – show the height of each story.
- Existing and finish grade.

### Cross Sections and Details- scale ¾"=1'-0"

- Provide a section cut through the entire building. This is usually through the most complicated portion of the structure. Indicate areas that are detailed. This can be drawn to a scale of ¼"=1'-0".
- Foundation footings and walls – show footing and wall sizes, required structural steel, anchor bolts and required (6) inch separation between wood and soil at exterior grade. Show required clearances in the crawl space area.
- Floor – call out the proposed floor system. Show size and type floor sheathing, joists and joist spacing, and insulation.
- Wall – call out the wall system. Show siding, wind infiltration barrier, sheathing, stud size and spacing, insulation type, vapor barrier and inside wall covering. Indicate minimum seven-foot ceiling height.
- Truss to wall – show connections of trusses to wall plate, blocking, venting, insulation and insulation baffle, roof sheathing, type roofing, and overhang and roof pitch.
- Stairs – show stair rise, run, handrails, landing and headroom dimensions. Indicate fire blocking in walls when area under stairs is not finished. Show one-hour fire protection in areas under stairs that are finished.
- Patios and decks – call out materials. Indicate height of finished floor from grade.
- Guards and handrails – show heights and spacing of pickets.

### Lateral Bracing Requirements

- Buildings of conventional design shall have wall bracing designed per IRC sections 602.10 and 602.11. Where a building, or portion thereof, does not comply with these sections, they shall be designed by a licensed Architect or Engineer.
- All braced wall panels shall be clearly indicated on the plans. Construction of these panels shall comply with sections R602.10.3 and R602.10.6, IRC.



6000 Main St. SW, Lakewood, WA 98499  
Phone: (253) 512-2261

# BUILDING PERMIT APPLICATION

**SITE ADDRESS:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_

**PROPERTY OWNER/TENANT:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**APPLICANT:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Will the applicant be the contact person?** YES or NO **If other, please specify below:**

Contact person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**CONTRACTOR:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ License No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**ARCHITECT/ENGINEER/DESIGNER:** (if applicable)

Contact person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**APPLICATION TYPE:** (please circle) **COMMERCIAL** or **RESIDENTIAL**

**APPLICATION SUB-TYPE:** (please circle) **NEW** **ADDITION** **REMODEL** **REPAIR** **RE-ROOF**

**WORK DESCRIPTION:** \_\_\_\_\_

BLDG #: \_\_\_\_\_ STE. #: \_\_\_\_\_ APT. #: \_\_\_\_\_ UNIT #: \_\_\_\_\_  
 OCCUPANCY: \_\_\_\_\_ OF UNITS: \_\_\_\_\_ # OF BUILDINGS: \_\_\_\_\_  
 EXISTING SQFT: \_\_\_\_\_ NEW SQFT: \_\_\_\_\_  
 CONSTRUCTION TYPE: \_\_\_\_\_  
 BLDG. HEIGHT: \_\_\_\_\_ # OF STORIES: \_\_\_\_\_  
 # OF BEDROOMS: \_\_\_\_\_ # OF BATHROOMS: \_\_\_\_\_  
 HEATING SYSTEM: (please circle)      ELECTRIC      GAS      OIL      HEATPUMP  
 INDOOR AIR: (please circle)      SPOT WHOLE HSE      INTEGRATED RECOVERY  
 ENERGY: (please circle)      PRESCRIPTIVE      COMPONENT PERFORMANCE  
 # OF FIREPLACES: \_\_\_\_\_  
 FIRE SPRINKLERS – EXISTING AREA: \_\_\_\_\_ FIRE SPRINKLERS – NEW AREA: \_\_\_\_\_  
 ESTIMATED VALUE OF CONSTRUCTION: \_\_\_\_\_

FLOOR AREAS					
	EXISTING	REMODEL	ADDITION	NEW	TOTAL
BASEMENT					
1 <sup>ST</sup> FLOOR					
2 <sup>ND</sup> FLOOR					
3 <sup>RD</sup> FLOOR					
DECK					
GARAGE					
CARPORT					

**AUTHORIZED AGENT/OWNER SIGNATURE:**

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed, or I am acting as the owner's authorized agent. I further agree to hold harmless the City of Lakewood as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Lakewood, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

\_\_\_\_\_  
Signature of Authorized Agent/Owner

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

PERMIT #: \_\_\_\_\_ BUSINESS LICENSE #: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ BIN #: \_\_\_\_\_  
 ZONE: \_\_\_\_\_ ZONING USE TYPE: \_\_\_\_\_

DATE PERMIT APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_



**CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT  
DEPARTMENT HANDOUT # 4**

## **SINGLE FAMILY RESIDENTIAL SITE PLAN REQUIREMENTS**

A detailed site plan shall be drawn to scale. The site plans must include the following information to be considered complete:

1. Site address
2. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development in the area.
3. Property lines.
4. North arrow and decimal engineering scale (ie. 1"=20'; not 1/8"=1' architectural scale).
5. Pierce County tax parcel number.
6. Lot dimensions and total square footage.
7. All existing and proposed public and private roads, driveway accesses and road right-of-ways with dimensions and road names, abutting the site and/or used to access the site.
8. All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
9. All major manmade or natural features (slopes, railroad tracks, etc.).
10. Proposed and existing building locations.
11. Dimensions and square foot area of all existing and proposed new structures on the site.
12. Dimensions and square foot area of all structures or pavement expected to be removed from the site.
13. Building footprint and square footage.
14. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
15. Location of all paved areas including sidewalks, patios, and paved vehicular maneuvering area to be provided in front of any residential garage or carport. The minimum paved vehicular maneuvering area shall be twenty (20) feet in front of the garage or carport vehicular entry and the minimum width shall be the total width of the garage or carport vehicular entry opening(s).
16. The location of gravel or paved parking pad(s) for the storage of recreational, sporting or utility vehicles.
17. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
18. The location of any structures on abutting properties that are within 5 feet of the property line.
19. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
20. Critical areas, such as slopes, wetlands, shorelines, and wildlife habitat.
21. Contours at two-foot intervals if any portion of the lot that will be developed contains slopes in excess of 10%.
22. A stormwater control plan if any portion of the lot that will be developed contains slopes in excess of 10%.
23. An erosion control plan if any portion of the lot that will be developed contains slopes in excess of 10%.
24. A geotechnical assessment if any portion of the lot that will be developed contains slopes in excess of 10%.
25. Data required to be listed on the site plan:
  - a. Percent of site covered by structures.
  - b. Percent of site covered by impervious surface.
  - c. Total square footage of paved area.

26. New dwellings and residential additions adjacent to a shoreline, shoreline buffer, wetland or wetland buffer also require:
- a. A professional survey that contains and illustrates:
    - (1) The lot boundaries.
    - (2) The ordinary high water mark.
    - (3) The applicable shoreline setbacks.
    - (4) The topographic lines using two (2) foot contours.
    - (5) The location of building footprint.
    - (6) The elevation of all corners of the proposed structure.
    - (7) The location of any proposed docks/ramps and bulkheads.
    - (8) The limits of proposed grading activity, soil disturbance and vegetation removal.
    - (9) The location of all existing vegetation within the applicable shoreline setback, including riparian buffers.
    - (10) Sketch(es) showing proposed excavation, fill, and post-construction grade changes in relation to pre-construction grades.
  - b. An erosion control plan.
  - c. A stormwater control plan.
  - d. A tree retention plan

Additional information may be required based on the specific project and/or site. All large maps must be folded to fit into an 10 x 13-inch envelope with the application name of the plan showing.

Handouts and application forms may be revised without notice.



TREE REMOVAL PERMIT  
APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Site Address: \_\_\_\_\_

Property Size: \_\_\_\_\_

Current Use: \_\_\_\_\_

Affiliated Permit(s): \_\_\_\_\_

Total # of significant trees currently existing on the site: \_\_\_\_\_

Number of significant trees to be removed: \_\_\_\_\_

Number of significant trees to be retained: \_\_\_\_\_

Are the trees to be removed within 20 feet of a property line? \_\_\_\_\_

Are the trees to be removed within 200 feet of a stream creek, lake, or wetland? \_\_\_\_\_

Are any of the trees being removed Oak trees? \_\_\_\_\_

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For Staff Use

Determination: \_\_\_\_\_

Replacement Trees required? \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_