



Residential Building Permit Checklist

Community Development

6000 Main St. SW ♦ Lakewood, WA 98499

Phone (253) 512-2261 ♦ permits@cityoflakewood.us

PROJECT ADDRESS: _____ PERMIT # _____

Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City ordinances. Drawings in pen or pencil, or plan sheets that are cut, pasted, taped or that have been altered by any means (pen, pencil, marking pen, etc) will not be accepted for plan check.

Any revisions (or additional information) to the original submittal MUST be accompanied by a building revision form. See the chart below for number of copies required for revisions.

Submittal Requirements The number indicates the number of copies for submittal (if applicable).	New Single Family Residence	Addition or ADU	Remodel (Interior work only)	Carport/Patio cover/Garage	Retaining wall/deck	Office Use Only
Residential Building Permit Application	1	1	1	1	1	
Site Plan (see Sample Site Plan) Minimum 11" x 17"	2	2		2	2	
Architectural/Construction drawings	2	2	2	2	2	
Engineered drawings and calculations (<i>if applicable</i>)	2	2	2	2	2	
Energy Code Compliance forms (or show on plans)	1	1	1 ^a			
Lakewood Water District water availability letter	1	1				
Geotechnical Report (for slopes equal to or greater than 15%)	2	2		2	2	
Pierce County utilities sewer permit	1					
Health Department approval of septic system	1		1 ^b			
Plan check fee – due upon submittal	✓	✓	✓	✓	✓	
Zoning Certification Fee	✓					
Documentation necessary to verify legal lot status ^f	1					
Manufactured truss packet and layout sheet	1	1		1		
Tree Removal Permit (lots greater than 17,000 GSF)	1	1		1		
Disposal Authorization (written authorization from Lemay Refuse) ^h						

- a. Include energy forms if windows, skylights and/or exterior doors are being replaced.
- b. A Health Department Septic remodel permit is required if you are adding additional bedrooms.
- c. Provide a copy of your Lakewood Water District disconnect documentation if applicable
- d. Provide a copy of your Pierce County Utilities sewer capping permit if applicable
- e. Provide a copy of your septic tank decommissioning if applicable.
- f. Refer to LMC 18A.50.115.A.2. These documents may include recorded deeds, subdivision records, or recorded boundary line adjustments or possibly chain of title report. This requirement may be waived by CDD if the Planning Department can verify legal lot status.
- g. REMEMBER TO SCHEDULE ELECTRICAL DISCONNECT PRIOR TO DEMOLITION
- h. Contact: Lemay Refuse
Attention: Charlie Maxwell
Office: (253) 875-5881
Email: CHARLIEM@WASTECONNECTIONS.COM



Residential Building Permit Application

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Office use

Permit #: _____

Date rec'd: _____

Please refer to the residential permit checklist for additional submittal requirements.

PROJECT ADDRESS:	Parcel #:
APPLICANT:	Phone:
Address (City, State, Zip):	E-Mail Address:
OWNER:	Phone:
Address (City, State, Zip):	E-Mail Address:
LENDING AGENCY:	Phone:
Address (City, State, Zip):	E-Mail Address:
CONTRACTOR*:	Phone:
Address (City, State, Zip):	License #: Exp. Date:
<i>*Contractor must have a valid City of Lakewood business license prior to doing work in the City</i>	

PROJECT DESCRIPTION:

1 ST Floor (sq. ft.) _____	Garage: _____	Project Valuation: _____
2 nd Floor: _____	Carport: _____	
3 rd Floor: _____	Deck: _____	
Basement: _____	Retaining Wall (linear ft.) _____	
		Property is served by: <input type="radio"/> Sewer <input type="radio"/> Septic

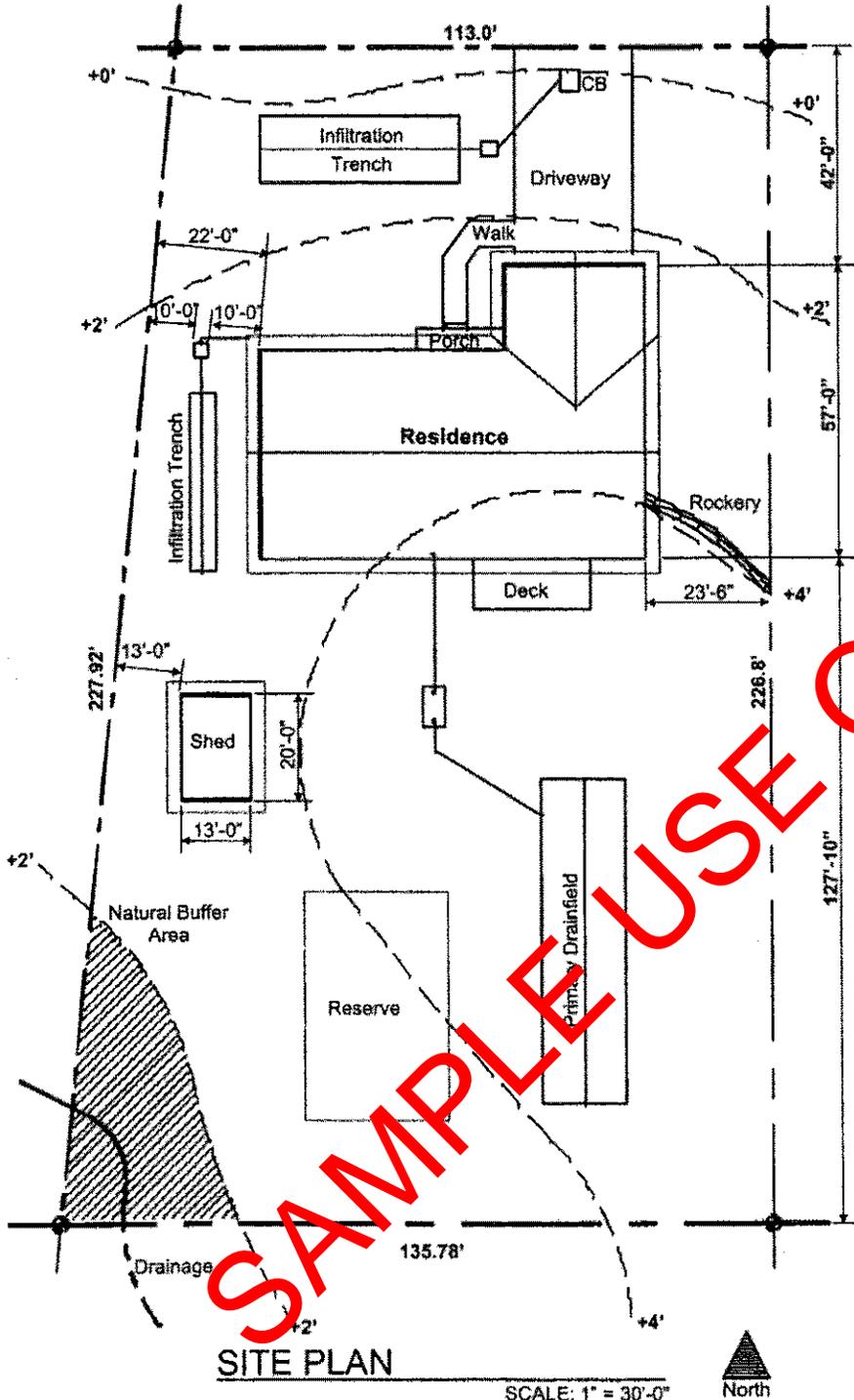
Plumbing		Mechanical	
sinks (kitchen/utility)	clothes washer	furnace < 100,000 btu	heat pump
water closet (toilet)	laundry drains	furnace > 100,000 btu	air-conditioner
tub/shower	hose bibs	gas hot water tank	gas heater/stove
lavatories (bath sink)	hot water tank (electric)	range/stove	gas fireplace/insert
dishwasher	Other _____	oven (separate)	exhaust fans
		other _____	gas piping outlets

I hereby certify that the information provided is correct and that the construction on the above described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the Lakewood Municipal Code. I agree to hold harmless the City of Lakewood as to any claim incurred as a result of this work.

Print Name: _____ Owner Agent Specify _____

Signature: _____ Date: _____

SAMPLE SITE PLAN



CHECKLIST

- Scale**
- North Arrow**
- Address and Parcel Number**
- Other Structures**
- Lot Dimensions**
Including Street Names, Alleys and Driveways.
- Building Footprint**
Including Porches, Walks, Decks, Roof lines, Overhangs, Chimneys and Floor cantilevers.
- Setback Measurements**
Distances between property lines and structures including the driveway. Also, structure height.
- Septic/Sewer**
Location of septic system or sewer lines.
- Easements**
Including natural buffer areas, utilities and open spaces.
- Surface Water**
Including shorelines, wetlands, ponds, ditches and streams.
- Site Contours**
2-foot intervals relative to any fixed point on the site.
- Retaining Walls and Fences**
Including rockeries, bulkheads and proposed heights.
- Trees**
Show all trees greater than 6 caliper inches measured at 2 feet above grade. Mark all trees to be removed.