



THE TOWN OF WOODWAY

23920 113th Place W. · Woodway · WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com/permits/development.htm>

Permit #:

Date Received:

BUILDING PERMIT SUBMITTAL CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED FOR ALL BUILDING PERMITS:

NEW SFR, INTERIOR REMODELS, & REMODELS INCLUDING EXTERIOR/GROUND WORK

- Completed Master Permit application form and plan check review fees (Building permit fees are separate)
- Copy of current Labor & Industries Contractor Registration Card (or sign builder statement on application if you will be acting as your own general contractor)
- Current Town of Woodway Business License (\$50.00 /year)
- Three complete sets of plans (18" X 24" minimum paper size)
 - ARCHITECTURAL PLANS
 - Floor Plan including door & window locations (minimum scale 1/4"=1')
 - Elevations
 - Mechanical appliance layout
 - Plumbing fixture layout
 - STRUCTURAL DRAWINGS
 - Lumber dimensions, species, grade, spans, spacing
 - Cross sections
 - Foundation plan including ventilation & steel
 - Floor framing plans
 - Roof framing plans
 - Beams & header size
 - Lateral restraint panels (where required)
- Three copies structural calculations by a licensed engineer (if required by the Building Official)
- For septic systems, provide approval from Snohomish County Health Department.
- Right of Way, demolition, mechanical, and plumbing permits from the Town as required
- Clearing & grading permit if you meet any of the following criteria:
 - Adding > 1,000 s.f. impervious surface
 - You live in the Woodway Highlands neighborhood
 - Your property is within or adjacent to a critical area
- Sewer and electrical permits from outside agencies as required

**THE FOLLOWING ITEMS ARE REQUIRED FOR:
NEW SFR & REMODELS INCLUDING EXTERIOR/GROUND WORK**

- Four copies Environmentally Critical Areas Questionnaire
- Four copies Tree Permit application supplement and site plan
- Two copies Soils Report - may be required if there are critical areas on your property (wetlands; streams; riparian corridors; lakes, ponds, slopes 15% or greater, etc.)
- SEPA Checklist (SEPA review is required for any fill or excavation of 500 cu. yards or more)
- Two copies 2006 Energy Code Compliance forms. Required for new SFR and additions adding > 1,000 s.f. For all additions adding < 1,000 s.f., please include information on plans.
- Water Availability Letter - Olympic View Water & Sewer District. Required for new SFR and additions adding > 500 s.f.
- Approved utility plan (location of water and sewer lines) from Olympic View Water & Sewer
- Erosion and Sediment Control Plan per WMC Chapter 11.02.50
- Four copies of your site plan included as part of your complete plan sets (18" X 24" minimum paper size). Please see site plan handout for further specifications and requirements.
- SITE PLAN (with contour lines @ 2' intervals & scale to 1" = 10' minimum)
 - Property lines, buildings, adjacent streets (property lines must be confirmed by a licensed engineer or surveyor unless waived by the Town Building Official)
 - Total square footage of lot
 - Total square footage of proposed & existing structures (show footprint)
 - Driveway (Please refer to Town private lane and local access standards)
 - Building height calculations
 - Location of nearest fire hydrant and driving distance to project
 - All trees on site that have an 8" diameter and greater
 - Show all setbacks
 - Show all manholes, clean-outs, and catch basins for storm drains and sewers
 - Show all utilities (location of water, storm, gas, electric & sewer lines)
 - Construction erosion & sediment control plan
 - Easements which are on or adjacent to the property, including open space, drainage, native growth protection, and access. Include the Snohomish County. Recording # for existing easements.
- One reduced site plan on 8.5" X 11" paper

**THE FOLLOWING ITEMS ARE REQUIRED FOR:
NEW SFR**

- Sewer Availability Letter – Olympic View Water & Sewer District