



THE TOWN OF WOODWAY

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<http://www.townofwoodway.com/permits/development.htm>

BUILDING PLAN REVIEW GUIDE FOR NEW CONSTRUCTION

This guide is provided to expedite the zoning and building code plan review process. Most delays in the review process are caused by a lack of information on the plans. If plans are incomplete or otherwise do not comply with the Town's code requirements, a comment letter is sent to the applicant detailing what changes or information are required before the plans can be approved. This often requires revised plans to be submitted to the Town for a second review.

A plan review for a new house typically takes three to four weeks. However, if revisions or additional information are required, a comment letter must be sent. This extends the review period while the applicant revises the plans and again while the Town reviews the plans a second time. To ensure the quickest review time, submit complete plans and provide all information requested on the intake checklist available at the Town Hall. The following is a list of the most common problems found during the plan review process.

Inadequate site plan. All submittals must include a scaled site plan showing all property lines. The site plan should also show elevation contour lines at two-foot increments or indicate the site is flat. The site plan must be prepared and stamped by a licensed engineer or certified surveyor. (The site plan does not need to be stamped by an engineer if a copy of the originally approved subdivision plan is also provided.)

No geotechnical report. This is required for sensitive areas including sloped lots, wetlands or sites containing fill material or unstable soils. Provide a stamped, engineered geotechnical report that addresses support for the proposed foundation and slope stability for the site grading. Special inspection is required if any footings are to be placed on fill.

No grading and drainage permit. A separate grading and drainage permit is required for all new homes and large additions.

Lack sanitary information. Show if the house served by a public sewer or septic system. If septic, the plans must be approved by the Snohomish County Health Department. Show the location of the septic tank and drain field.

Setback Projections. No projections, including roof eaves and gutters are allowed in the building setbacks.

No height calculations or plan. The height of the building is measured from the average existing grade to the top of the roof. Provide a site plan and height calculations that show the peak of the roof does not exceed the maximum allowable above the average existing grade. This must be shown in a specific format. Please see the example available from the Town Hall.

No building elevations. Provide necessary building elevations showing the grade elevation.

Inadequate lateral bracing. Structural engineering is required if the structure does not meet the prescriptive bracing requirements of the I.R.C., which requires all exterior walls to have at least a four feet width of plywood within eight feet of each corner without any openings. If not, show approved lateral restraint panels and hold-downs in each location or provide lateral bracing and calculations by a registered engineer.

Inadequate framing plans. The framing portion of the plans must provide all information required to frame the entire house. The following should be included in all submittals:

1. Complete floor framing plans
2. Complete roof framing plans (including roof truss layout)
3. Deck framing
4. All beams and headers
5. Stair framing detail
6. Structural notes including nailing schedule, species and type of lumber
7. Lateral bracing
8. Trace all loads from the roof to the foundation

Appliances not shown on plans. Show the location of all plumbing, kitchen, heating and any other major appliances. Most furnaces and hot water tanks are gas fired and require combustion air. If they are not located in the garage, this may be difficult to provide. The easiest way to resolve this is to install 'Direct Vent' type of appliances.

Lack of energy code package. An energy code compliance package is available from the Town and must be included with the plans. This package must include type of heat, insulation, and a window schedule.

Pole barn structures Pole barn structures must be designed by a licensed engineer. This requires plans and structural calculations stamped by a licensed engineer.

For additional information, you may contact the plan reviewer, Tom Phillips, directly at:

206.905.4265 (weekends and evenings)

206.225.2033 (fax)

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