



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>

Project #:

Building 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

PLEASE NOTE THAT ALL BUILDING PLANS AND PERMIT MATERIALS MAY BE SUBMITTED ELECTRONICALLY.

CASH AND CHECKS ARE ACCEPTED AS PAYMENT.

- Completed Master Permit application form
- Building permit plan check fees, clearing & grading permit plan check fees, and an engineering review deposit (Building permit fees are separate and will be due when the permit is issued)
- 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) for all contractors and subcontractors. This may be submitted at the time of permit issuance.
- Complete sets of plans (18" X 24" minimum paper size). Electronic plans (PDF) are encouraged as they can shorten the review and approval time. Plans should be scanned at 300 dpi and not in color. For new SFRs and additions of 500 s.f. or more, submit four sets of plans. All other projects need only three sets.
- 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
- Sewer and electrical permits from outside agencies as required

THE FOLLOWING ITEMS MAY BE REQUIRED FOR:
NEW SFR & REMODELS INCLUDING EXTERIOR/GROUND WORK

- One site plan included as part of each complete plan set (18" X 24" minimum paper size). Please see site plan handout for further specifications and requirements.
 - One reduced site plan on 8.5" X 11" paper
 - One copy of the Environmentally Critical Areas Questionnaire
 - One copy of the Tree Permit application supplement and one additional full-size site plan
 - One copy of the Energy Code Compliance forms. Required for new SFR and additions adding >750 s.f. For all additions adding <750 s.f., you may include information on plans or submit the compliance forms. Also submit the Heating System Sizing Worksheet if you are changing your heating system or installing a new system. Please see the WSU Extension website for forms and additional information:
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>.
 - A clearing & grading permit may be required if you meet any of the following criteria:
 - Adding >2,000 s.f. impervious surface (includes structures, driveways, patios, etc.)
 - You live in the Woodway Highlands neighborhood
 - Your property is within or adjacent to a critical area
- *Please include an extra copy of your civil site plan that will be submitted with your architectural plans in addition to the separate sets of civil plans that will need to be submitted to our engineer for review.*
- Erosion and Sediment Control Plan per WMC Chapter 11.02.050. Please include on site plan if space permits.
 - 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, if any of the criteria below apply to your project
 - If you are building a new SFR or constructing an addition on an SFR, SEPA review is not required unless you are working in or near an environmentally critical area or its buffer as defined by WMC 16.10 or the total of the cut & fill material associated with site development is greater than 500 c.y.
 - If you are doing a standalone c&g project or are building a secondary building, SEPA review is not required unless the total of the cut & fill is greater than 500 c.y. OR you are working in a critical area buffer (in which case there is a 0 c.y. threshold.)
 - 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 as required

THE FOLLOWING ITEM IS REQUIRED FOR:
NEW SFR

- Sewer Availability Letter – Olympic View Water & Sewer District