



DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: www.co.jefferson.wa.us/communitydevelopment

E-mail: dcd@co.jefferson.wa.us

SUBMITTAL CHECKLIST RESIDENTIAL / COMMERCIAL BUILDING APPLICATION

Before you submit your building or land use application:

DCD YOU

- ___ ___ Critical Areas Review - If you suspect critical areas on your property you should speak with a planner.
- ___ ___ Septic system installed or an application submitted prior to EH prior to submitting your building application.
- ___ ___ Potable Water proven for building site - you will need to submit water forms with permit.

Submitted with a building permit application:

An appointment must be made to submit application. The permit technician is unable to complete the forms for you. If you have questions please call before submittal. You must ensure that every item below is completed and ready at submittal. Check each item below as you complete it. The permit tech will review at time of submittal, incomplete applications will be returned or delay processing.

DCD YOU

If possible, provide forms digitally, along with copies below, with a flash drive or emailed to dcd@co.jefferson.wa.us.

- ___ ___ **Permit Application, Supplemental Applications and Fees;** **1 copy, completed and signed.**
Each building permit requires a separate application, signed and dated by property owner.
- ___ ___ **Water** Completed and signed permit application. **Please submit 1 copy.**
You must provide all information necessary to prove potable water prior to submitting your bldg permit. Well - must include well logs and lab analysis at the time of application.
Public Water - have a **completed & signed** Water Availability Notification from water purveyor.
- ___ ___ **Septic** Septic Permit Number _____
A septic permit application must be on file prior to submitting your building application.
- ___ ___ **O&M Form** First page of Current O&M Inspection paperwork. **Please submit 1 copy.**
- ___ ___ **Site Plan** We cannot accept a site plan larger than 11" x 17". **Please submit 2 copies.**
See Site Plan checklist to ensure your site plan is complete at time of application.
- ___ ___ **Floor Plan** We cannot accept a floor plan larger than 11" x 17". **Please submit 2 copies.**
All rooms to be labeled on the site plan, show any, including garage, that are unheated.
If this is a remodel provide a before and after floor plan with all rooms labeled.
- ___ ___ **Building Plans** **Two sets** of plans are required for Residential and Commercial construction projects.
All bldg plans are required to be built to IBC/IRC prescriptive code or engineering will be required.
Building plans are not required to be stamped by an engineer.
- ___ ___ **Stormwater** Stormwater calculation worksheet is required for all building applications. **1 copy.**
All stormwater plans must comply with the current Stormwater Management Manual for Western Washington: <http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>
- ___ ___ **Energy** One complete Energy Code Calculation Worksheet. Forms and Information can be found at: <http://www.energy.wsu.edu/buildingefficiency/energycode.aspx> **1 copy.**
- ___ ___ **Access** Road Approach Permit Application. An approved access is required for all County roads if approach has not been previously approved.
_____ Existing - Permit Number : **RAP** _____ **OR**
_____ Private Road (no permit required); **OR** _____ State Road (permit from WSDOT)
- ___ ___ **Address** Address Application required for all construction projects, if no address is currently assigned.
_____ Existing Address & _____ Red fire sign showing your current address on site.
- ___ ___ **Manufactured Homes** - require no plans at time of submittal. However at time of all inspections, the required set up manual must be on site with permit or no inspection will be performed, and a re-inspection fee assessed.

Building Code Design Data and Criteria - IRC Table R301.2 (1)

Roof snow load	Wind Speed- sec Gust EAST/WEST	3	Decay	Flood Hazard	Seismic Design Category	Weathering	Frost Line Depth	Termite	Winter Design Temp	Ice Shield Underlayment Req'd	Air Freezing Index
25 lbs	110 mph / mph	130	Moderate/ Severe	(a) 1980, (b) 1980	D2	Moderate	12"	Slight to Moderate	26 F	No	148

- 2015 International Residential Code (IRC), WAC 51-51-003
- 2015 Washington State Energy Code (WSEC), WAC 51-11R
- 2015 Uniform Plumbing Code (UPC), WAC 51-56
- 2015 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52-003

Type of permits you are seeking for this project

The corresponding supplemental application and submittal checklist must be submitted at time of application.

Building	
<input type="checkbox"/> Single Family (Stick built on site)	<input type="checkbox"/> Remodel/Addition/Repair
<input type="checkbox"/> Manufactured/Mobile Home	(ex. Extend kitchen, den to bedroom, replace siding)
<input type="checkbox"/> Modular (Built off site)	<input type="checkbox"/> Demolition Permit
<input type="checkbox"/> Garage/Shop/Carport	<input type="checkbox"/> Sign
(Please Circle one: Attached / Detached)	<input type="checkbox"/> Deck/Porch <input type="checkbox"/> Covered
<input type="checkbox"/> Additional Dwelling Unit (ADU)	<input type="checkbox"/> Retaining Wall
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Pool
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Commercial *
(ex. Retail to Industrial, residential to retail, etc.)	<input type="checkbox"/> Multi-family*

Mechanical	Other Permits, Please list permit #s	
<input type="checkbox"/> Propane <input type="checkbox"/> Tank <input type="checkbox"/> Lines	<input type="checkbox"/> Address	<input type="checkbox"/> ADR
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Rd Approach	<input type="checkbox"/> RAP
<input type="checkbox"/> Hot Water Heater	<input type="checkbox"/> Septic	<input type="checkbox"/> SEP
<input type="checkbox"/> Solar Panel <input type="checkbox"/> On Roof <input type="checkbox"/> On Ground		

Land Use / Zoning	
<input type="checkbox"/> Home Business	<input type="checkbox"/> Special Use (Essential Public Facilities) **
<input type="checkbox"/> Cottage Industry	<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> Stormwater Management	<input type="checkbox"/> Plat Vacation/Alteration **
<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Lot or Road Segregation
<input type="checkbox"/> Critical Areas Stewardship Plan**	<input type="checkbox"/> Boundary Line Adjustment
<input type="checkbox"/> Shoreline Management Variance	<input type="checkbox"/> Short Plat **
<input type="checkbox"/> Shoreline Conditional Use	<input type="checkbox"/> Long Plat **
<input type="checkbox"/> Jefferson County Shoreline Master Program Amendment	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Shoreline Master Program Exemption/Permit Revisions **	<input type="checkbox"/> Conditional Use [C(a), C(d), or C] **
<input type="checkbox"/> Shoreline Management Substantial Development **	<input type="checkbox"/> Sign
<input type="checkbox"/> Variance (Minor, Major or Reasonable Economic Use)	<input type="checkbox"/> Tree Vegetation Request
<input type="checkbox"/> Discretionary "D" or Unnamed Use Classification**	<input type="checkbox"/> Wireless Telecommunication *
<input type="checkbox"/> Forest Practices Act/Relase of Six-Year Moratorium	<input type="checkbox"/> Allowed "Yes" Use Consistency Analysis
<input type="checkbox"/> Comprehensive Plan/UDC/Land Use District Map Amendment	
<input type="checkbox"/> Planned Rural Residential Development (PRRD)/Amendments **	

* May require a Pre-Application Conference.
 **Requires a Pre-Application Conference.